



## Employment Litigation Attorney - Houston

Equal Justice Center (Austin Texas)

**Position Type:** Full-time

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:**

The Equal Justice Center—a public-interest employment rights law firm and systemic justice advocacy organization—is seeking an employment litigation attorney to enforce the workplace rights of low-wage, immigrant workers in Houston and Southeast Texas. The attorney will join EJC’s staff of fourteen attorneys (Dallas, Austin, San Antonio, Houston) and will primarily engage in plaintiffs’ employment litigation representing low-wage, immigrant working people who are being exploited in the massive reconstruction work in the aftermath of Hurricane Harvey. The attorney will enable these immigrant men and women to enforce: wage rights; protections against workplace sexual assault and harassment; immigration-related employment rights, and other fundamental labor rights – regardless of their immigration status. The attorney will also play a vital role in the Equal Justice Center’s systemic reform advocacy to empower low-wage and immigrant workers—including guest workers and undocumented workers—to win fair treatment in the workplace, in the justice system, and in the broader society.

From its several offices, the EJC represents clients throughout Texas. We are now seeking this attorney to build on EJC’s already significant record of legal action in Houston and Southeast Texas and to lead a pioneering initiative to establish and grow a new EJC office in Houston.

The distinguishing features of this position are robust legal action, dynamic collegial support, and strong progressive camaraderie. The EJC affirmatively values and seeks diversity in its staff, its work, and its community partnerships.

Attorneys already licensed, or who will be licensed by May 2018, will be considered. Preference will be given to applicants with one or more of the following qualifications:

- Experience with workers’ rights, immigrants’ rights, or rights of sexual assault survivors;
- Dynamic litigation experience;
- Demonstrated commitment to public interest advocacy on behalf of low-income clients;
- Spanish-language proficiency is strongly preferred.

Salary: \$50,000 to ~~\$80,000~~ depending on experience and based on the EJC’s salary scale. Excellent benefits package including: fully-paid health and dental; 401(k); access to law school loan repayment program, flexible work hours, and generous paid leave policy.

Send applications and inquiries to: [attorneyposition@equaljusticecenter.org](mailto:attorneyposition@equaljusticecenter.org), with “HOUSTON ATTORNEY POSITION” in the subject line. Applications should include a resume, three references, and a thorough cover letter describing your qualifications, background, and interest in the position. There is no application deadline: We

will consider applications as they are received, and the position will remain open until we are able to fill the position with the right colleague.

For more information and to download a PDF of this employment opportunity, please click on the link below.

[Employment Rights Litigation Attorney - Houston \(PDF\)](#)

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> July 25, 2018
<b>Expiration Date:</b> August 31, 2018
<b>Contact:</b> Aaron Johnson Staff Attorney 510 S. Congress Ave Suite 206 Austin, Texas 78704 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:attorneyposition@equaljusticecenter.org">attorneyposition@equaljusticecenter.org</a>
<b>ID:</b> 3597

---

## Employment Litigation Attorney - San Antonio

Equal Justice Center (Austin Texas)

**Position Type:** Full-time

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:**

The Equal Justice Center – a public-interest employment rights law firm and systemic justice advocacy organization – is seeking an employment litigation attorney for its office in San Antonio. The attorney will join EJC’s staff of fourteen attorneys (San Antonio, Austin, Dallas, and soon Houston) and will primarily engage in plaintiffs’ employment litigation representing immigrant and low-wage working people. The attorney will enable these working men and women to enforce: wage rights; protections against workplace sexual assault and harassment; immigration-related employment rights; and other fundamental labor rights – regardless of their immigration status. The attorney will also play a vital role in the Equal Justice Center’s systemic reform advocacy to empower low-wage and immigrant workers—including guest workers and undocumented workers —enabling them to win fair treatment in the workplace, in the justice system, and in the broader community.

The distinguishing features of this position are robust legal action, dynamic collegial support, and strong progressive camaraderie. The EJC affirmatively values and seeks diversity in its staff, its work, and its community partnerships.

Attorneys already licensed, or who plan to be licensed by November 2018, will be considered. Preference will be given to applicants with one or more of the following qualifications:

- Dynamic litigation experience;
- Experience with workers’ rights, immigrants’ rights, or rights of sexual assault survivors;
- Demonstrated commitment to public interest advocacy on behalf of low-income clients and communities;
- Spanish-language proficiency.

Salary: \$50,000 to ~~130,000~~ \$80,000 depending on experience and based on the EJC’s salary scale. Excellent benefits package including: fully-paid health and dental; 401(k); access to law school loan repayment program, flexible work hours, and generous paid leave policy.

Send applications and inquiries to: [attorneyposition@equaljusticecenter.org](mailto:attorneyposition@equaljusticecenter.org), with “SAN ANTONIO ATTORNEY POSITION” in the subject line. Applications should include a resume, two-three references, and a thorough cover letter describing your qualifications, background, and interest in the position. There is no application deadline: We will consider applications as they are received, and the position will remain open until we are able to fill the position with the right colleague.

For more information and to download a PDF of this employment opportunity, please click on the link below.

[Employment Litigation Attorney - San Antonio \(PDF\)](#)

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 25, 2018

---

**Expiration Date:** August 31, 2018

---

**Contact:** Aaron Johnson  
Staff Attorney  
510 S. Congress Ave Suite 206 Austin, Texas 78704 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** attorneyposition@equaljusticecenter.org

---

**ID:** 3598

---

## LAW CLERK, requisition #138

Kentucky Department of Public Advocacy (Kentucky)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Advertisement Closes

7/30/2018

req138

Law Clerk

Pay Grade11

Salary\$35,080.56

Employment Type

EXECUTIVE BRANCH | FULL TIME, ELIGIBLE FOR OVERTIME PAY

| 18A | 37.5 hr/wk

Hiring Agency

Justice & Public Safety Cabinet | Department of Public Advocacy

Location

108 28th Street Catlettsburg KY 41129 USA

Description

Description The Kentucky Department of Public Advocacy (DPA) is nationally recognized as a model statewide public defender system with an exceptional training and education program. Our defense teams ensure the criminal justice process is fair, results are just, and individual liberties are protected.

We are hiring a Clerk to assist the criminal defense team in a trial office. Kentucky DPA looks for individuals who have demonstrated a desire to help the poorest and often the most vulnerable in their communities. The ideal candidate recently completed all coursework at an ABA accredited law school to receive a JD degree and plans to take the next available bar exam or has recently received their license to practice law. This individual exhibits exceptional planning/organizational skills, is self-directed and comfortable working with their defense team which includes attorneys, investigators, alternative sentencing workers and office administrative staff. We seek to hire persons who understand it is a privilege to represent our clients and we do so on behalf of the people of Kentucky.

Responsibilities include, but are not limited to, the following: Clerks assist attorneys representing indigent defendants by providing support such as legal research and writing, interviewing clients and other duties as required. Duties are performed primarily in both office and courtroom settings. Travel is required.

Minimum Requirements

EDUCATION: Graduate of a college or university with a bachelor's degree and a minor in paralegal studies OR completion of a two-year program in paralegal studies OR completion of twenty-four semester hours at an American Bar Association accredited law school.

EXPERIENCE, TRAINING, OR SKILLS: NONE

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: Experience as a paralegal or legal secretary will substitute for the required two-year paralegal studies program on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): NONE

Working Condition

Incumbents working in this job title primarily perform duties in

an office setting. Minimal travel may be required.

Probationary Period

This job has an initial and promotional probationary period of 6 months. For additional information refer

to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>

If you have questions about this advertisement, please contact Greg Griffith at [Gregory.Griffith@ky.gov](mailto:Gregory.Griffith@ky.gov) or 833-385-6052.

An Equal Opportunity Employer M/F/D

If the job # links do not function properly go to:

<https://kypersonnelcabinet.csod.com/ats/careersite/search.aspx?site=1&c=kypersonnelcabinet>

Click "Search Jobs"

Type "Law Clerk" in the keyword box

---

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level

---

**Posting Date:** July 25, 2018

---

**Expiration Date:** July 30, 2018

---

**Contact:** Patti Heying  
Recruiter  
5 Mill Creek Park Frankfort, Kentucky 40601 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [Patti.Heying@ky.gov](mailto:Patti.Heying@ky.gov)

---

**ID:** 3601

---

## LAW CLERK, requisition #141

Kentucky Department of Public Advocacy (Kentucky)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Advertisement Closes

7/30/2018

req141

Law Clerk

Pay Grade11

Salary\$35,080.56

Employment Type

EXECUTIVE BRANCH | FULL TIME, ELIGIBLE FOR OVERTIME PAY

| 18A | 37.5 hr/wk

Hiring Agency

Justice & Public Safety Cabinet | Department of Public Advocacy

Location

6159 First Financial Drive Suite 300 Burlington KY 41005 USA

Description

The Kentucky Department of Public Advocacy (DPA) is nationally recognized as a model statewide public defender system with an exceptional training and education program. Our defense teams ensure the criminal justice process is fair, results are just, and individual liberties are protected.

We are hiring a Clerk to assist the criminal defense team in a trial office. Kentucky DPA looks for individuals who have demonstrated a desire to help the poorest and often the most vulnerable in their communities. The ideal candidate recently completed all coursework at an ABA accredited law school to receive a JD degree and plans to take the next available bar exam or has recently received their license to practice law. This individual exhibits exceptional planning/organizational skills, is self-directed and comfortable working with their defense team which includes attorneys, investigators, alternative sentencing workers and office administrative staff. We seek to hire persons who understand it is a privilege to represent our clients and we do so on behalf of the people of Kentucky.

Responsibilities include, but are not limited to, the following: Clerks assist attorneys representing indigent defendants by providing support such as legal research and writing, interviewing clients and other duties as required. Duties are performed primarily in both office and courtroom settings. Travel is required.

Minimum Requirements

**EDUCATION:** Graduate of a college or university with a bachelor's degree and a minor in paralegal studies OR completion of a two-year program in paralegal studies OR completion of twenty-four semester hours at an American Bar Association accredited law school.

**EXPERIENCE, TRAINING, OR SKILLS:** NONE

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: Experience as a paralegal or legal secretary will substitute for the required two-year paralegal studies program on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** NONE

Working Condition

Incumbents working in this job title primarily perform duties in



an office setting. Minimal travel may be required.

Probationary Period

This job has an initial and promotional probationary period of 6 months. For additional information refer

to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>

If you have questions about this advertisement, please contact Steve Florian at [Stephen.Florian@ky.gov](mailto:Stephen.Florian@ky.gov) or 833-385-6050.

An Equal Opportunity Employer M/F/D

If the job # links do not function properly go to:

<https://kypersonnelcabinet.csod.com/ats/careersite/search.aspx?site=1&c=kypersonnelcabinet>

Click "Search Jobs"

Type "Law Clerk" in the keyword box

---

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level

---

**Posting Date:** July 25, 2018

---

**Expiration Date:** July 30, 2018

---

**Contact:** Patti Heying

Recruiter

5 Mill Creek Park Frankfort, Kentucky 40601 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [Patti.Heying@ky.gov](mailto:Patti.Heying@ky.gov)

---

**ID:** 3600

---

## LAW CLERK, requisition #226

Kentucky Department of Public Advocacy (Kentucky)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Advertisement Closes  
8/3/2018  
req226  
Law Clerk  
Pay Grade11  
Salary\$35,080.56  
Employment Type  
Executive Branch|Full Time, Eligible for Overtime  
Pay|18A|37.5hr/wk  
Hiring Agency  
Justice & Public Safety Cabinet - Department of Public Advocacy  
Location

601 Washington Street,, Suite 300  
Newport, Kentucky, 41071  
United States

**Description**

The Kentucky Department of Public Advocacy (DPA) is nationally recognized as a model state-wide public defender system with an exceptional training and education program. Our defense teams ensure the criminal justice process is fair, results are just, and individual liberties are protected. We are hiring a Clerk to assist the criminal defense team in a trial office. Kentucky DPA looks for individuals who have demonstrated a desire to help the poorest and often the most vulnerable in their communities. The ideal candidate recently completed all coursework at an ABA accredited law school to receive a JD degree and plans to take the next available bar exam or has recently received their license to practice law. This individual exhibits exceptional planning / organizational skills, is self-directed and also comfortable working with their defense team which includes attorneys, investigators, alternative sentencing workers and office administrative staff. We seek to hire persons who understand it is a privilege to represent our clients and we do so on behalf of the people of Kentucky. Responsibilities include, but are not limited to, the following: Clerks assist attorneys representing indigent defendants by providing support such as legal research and writing, interviewing clients and other duties as required. Duties are performed primarily in both office and courtroom settings. Travel is required.

**Minimum Requirements**

**EDUCATION:** Graduate of a college or university with a bachelor's degree and a minor in paralegal studies OR completion of a two-year program in paralegal studies OR completion of twenty-four semester hours at an American Bar Association accredited law school.

**EXPERIENCE, TRAINING, OR SKILLS:** NONE

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: Experience as a paralegal or legal secretary will substitute for the required two-year paralegal studies program on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** NONE

**Working Condition**

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may be required.

Probationary Period

This job has an initial and promotional probationary period of 6 months. For additional information refer

to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>

If you have questions about this advertisement, please contact Eva Hager at [Eva.Hager@ky.gov](mailto:Eva.Hager@ky.gov) or 859-261-0192.

An Equal Opportunity Employer M/F/D

If the job # links do not function properly go to:

<https://kypersonnelcabinet.csod.com/ats/careersite/search.aspx?site=1&c=kypersonnelcabinet>

Click "Search Jobs"

Type "Law Clerk" in the keyword box

---

<b>Desired Class Level:</b> 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level
<b>Posting Date:</b> July 25, 2018
<b>Expiration Date:</b> August 3, 2018
<b>Contact:</b> Patti Heying Recruiter 5 Mill Creek Park Frankfort, Kentucky 40601 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:Patti.Heying@ky.gov">Patti.Heying@ky.gov</a>
<b>ID:</b> 3599

---

**ANNOUNCEMENT NO: #18-041 POSITION TITLE: TRIAL ATTORNEY  
(Juvenile Section)**

Office of the Attorney General for the District of Columbia (Washington,  
D.C.)

**Position Type:** Full-time

---

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

---

**Description:**

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF  
THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO:  
#18-041 POSITION

**TITLE:**

TRIAL ATTORNEY  
(Juvenile Section)

**POSITION GRADE & SERIES:** LS 11/1 to 12/1 **SALARY  
RANGE:** \$67,783 – \$81,246

Salary in this range will be based on a multitude of factors  
including applicable rules,  
regulations and guidelines.

**OPENING DATE:** July 23, 2018 **CLOSING DATE:** August 13,  
2018

**DURATION OF APPOINTMENT:** Permanent **AREA OF  
CONSIDERATION:** Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia  
Public Safety Division 441 4th Street NW Washington, DC  
20001

**NO. OF VACANCIES:** One (1)

This position is in the collective bargaining unit represented  
by AFGE Local 1403 and you may be required to pay an  
agency service fee through direct payroll deduction.

**DESCRIPTION OF DUTIES:** Youth involved in the juvenile  
justice system present myriad issues that may contribute to  
their court involvement. The District of Columbia Office of  
Attorney General seeks a creative and motivated trial  
attorney for the Juvenile Section of its Public Safety Division,  
which handles all juvenile prosecutions in the District of  
Columbia and cases involving delinquency offenses. The  
Section has jurisdiction to charge a juvenile for any criminal  
offense

under the D.C. Code, Federal Code, or D.C. Municipal  
Regulations. Section attorneys work closely with other  
juvenile justice stakeholders to make appropriate charging  
decisions, interact with victims and witnesses, evaluate  
appropriate dispositions for involved juveniles, and litigate  
appropriate cases in the Superior Court's Family Division.  
The selected attorney will manage a caseload involving  
juvenile offenders and be expected to both litigate and  
develop comprehensive  
rehabilitative resolutions that will ensure the public safety.

Trial attorneys engage in all aspects of criminal litigation,  
including interviewing and preparing for testimony police and  
civilian witnesses, making charging decisions, researching,  
writing and litigating motions, managing all aspects of a trial

calendar from intake through sentencing, and conducting community outreach. Additionally, Juvenile Section attorneys may be assigned to represent the interests of the District truancy and juvenile specialty court prosecutions. Applicants for this position should have a demonstrated interest in criminal law and procedure, prosecution and juvenile justice.

**QUALIFICATIONS:** The ideal candidate should have up to one year of post-law school experience, passion for justice and fairness in the criminal justice system, strong analytical skills, as well as strong oral and written communication skills. Experience prosecuting sexual assault, human trafficking and elder abuse is preferred.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color,

religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> July 24, 2018
<b>Expiration Date:</b> August 13, 2018
<b>Contact:</b> Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Arlyntha.Love@dc.gov
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>ID:</b> 3594

---

**Attorney (employer name withheld)**

Wheeling, WV

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

WHEELING, WV

Established, AV rated law firm seeks an attorney for its Wheeling, WV office. An attorney with 1-3 years WV litigation experience is preferred. This position requires West Virginia bar admission, and the attorney will be engaged in primarily civil defense litigation, including insurance defense litigation. The firm offers a competitive salary commensurate with experience and excellent benefits package. Please submit application including resume, writing sample, and references through WVU LAW Symplicity

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 24, 2018

---

**Expiration Date:** August 10, 2018

---

|

---

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

---

**Requested Document Notes:** References

---

**ID:** 1173

---

## Compliance Assistant

Summit Financial Group, Inc. (Moorefield, WV (various))

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

The Compliance Assistant is responsible for assisting with maintaining an effective Bank Secrecy Act (BSA), Anti-Money Laundering (AML), USA Patriot Act (CIP), and Office of Foreign Asset Control (OFAC) Compliance Programs (BSA Program) for the company. The Compliance Assistant is also responsible for assisting with maintaining an effective Compliance Program for the company and adhering to and complying with all company policies and procedures and federal and state laws. The major areas covered are monitoring, reviewing, compliance, and reporting.

The current opening is located in Moorefield, WV. Other compliance positions will be posted via the URL listed soon.

Experience or Skill requirements:

Preferred Banking experience or bank compliance experience

Knowledge of banking systems, products, and banking regulations is a plus

Excellent research and computer skills

Experience with Microsoft Office

Strong organization skills, highly motivated, and detail-oriented

Ability to follow instructions and work independently on multiple tasks in a deadline-driven, regulatory environment.

Excellent writing and oral communication skills

Ability to retain a broad knowledge of tasks performed in compliance functions and applicable banking regulations

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 24, 2018

---

**Expiration Date:** August 21, 2018

---

**Contact:** Cassandra Bradshaw  
Compliance Officer  
300 North Main Street PO Box 179 Moorefield, Wyoming 26836  
United States

---

**Resume Receipt:** Other (see below)

---

**How to Apply:** <https://www.irecruit-us.com/index.php?OrgID=I20171201&pg=initiallist>

---

**ID:** 3596

---



## **Request for Proposals – Update the WV domestic violence bench book**

Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Part-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

The West Virginia Supreme Court seeks proposals from attorneys with research skills and familiarity with domestic violence law for updating a state bench book on domestic violence. If selected, this project could be an effective marketing tool for the attorney, and it pays up to \$8,000. See the attached document for details.

SUPREME COURT OF APPEALS OF WEST VIRGINIA

REQUEST FOR PROPOSAL

West Virginia Benchbook for Domestic Violence Proceedings

REQUEST FOR PROPOSAL ISSUED JULY 12, 2018

RESPONSES DUE JULY 27, 2018

ALL DETAILS ARE INCLUDED IN THE FOLLOWING PAGES

SUPREME COURT OF APPEALS OF WEST VIRGINIA REQUEST FOR PROPOSAL ("RFP")

WEST VIRGINIA BENCHBOOK FOR DOMESTIC VIOLENCE PROCEEDINGS

Update and Revision

RFP PROCESS TIME FRAMES

Request for Proposal Release Date: July 12, 2018

Request for Proposal Due Date: July 27, 2018 Proposal

Award Date

(projected): August 15, 2018

(no later than September 1, 2018)

SUBMISSION OF PROPOSALS

Prospective project awardees must submit complete proposal documents within the above-stated time frame, and as follows:

Submit Complete Proposals to the attention of: EVAN LYNCH, JD

Director of Grants

Supreme Court of Appeals of West Virginia 1100 Kanawha Boulevard East

Building 1, Room E-100 Charleston, West Virginia 25305

Preferred Method of Submission: ELECTRONIC

In Care Of Thomas Hansen, Grants Manager

thomas.hansen@courtsww.gov.

The Court will also accept timely paper submissions in care of the address noted above.

Direct Questions about the Process to: THOMAS HANSEN

thomas.hansen@courtsww.gov

PROPOSAL AWARD PROCESS

The Grants Division of the Supreme Court of Appeals of West Virginia will subject all proposals to thorough review based upon completeness, cost-effectiveness, knowledge base of responsible person(s), and projected quality of deliverables. The Director of Grants will select two (2) finalists, if

supported by the number and quality of the proposal submissions. The two (2) finalists may be asked to produce additional information and/or submit to an interview process. The final selection of a successful proposal is subject to the recommendation of the Director of Grants and approval of the Supreme Court of Appeals of West Virginia ("Court"). The

Director of Grants will notify the responsible party of the successful proposal. The Court will post the results of the award process on its website ([www.courtswv.gov](http://www.courtswv.gov)) which shall serve as notice concerning the process to all those submitting proposals.

#### PROPOSAL AWARD PROCESS

(continued)

The person and/or entity submitting the successful proposal shall be required to enter into a contract with the Administrative Office of the Supreme Court of Appeals of West Virginia concerning the terms of engagement for provision of professional services required to timely produce the Project deliverable as described in this Request for Proposal. The contract will reference all details concerning payment, quality, and other relevant terms and conditions of

the engagement such as insurance coverage requirements. This is a work-for-hire project, meaning that the Court owns all of the finished product/Project Deliverable in entirety, as well as all unused elements of the production process. Work on the Project Deliverable shall not commence until the contract has been executed by the Court and person and/or entity submitting the successful proposal.

#### DESCRIPTION OF THE PROJECT

The Grants Division of the Supreme Court of Appeals of West Virginia seeks proposals for the process of updating and revising its West Virginia Benchbook for Domestic Violence Proceedings ("the Project"). The Project requires extensive knowledge of the subject matter, including West Virginia law, statutes, rules, procedures, case law, and current developments.

The Project deliverable will be an up-to-date resource manual for practitioners/users of varying disciplines, such as judges, attorneys, social workers, mental health professionals, agency administrators, and others, throughout the State of West Virginia ("Project Deliverable"). The Court will make the Project Deliverable readily available to these users, as well as members of the public, in various forms, including on the Court website, among others.

The Project Deliverable must include all relevant statutory amendments and new legislation enacted through the 2018 sessions, as well as all relevant case law through the January 2018 term. The foundation for the Project Deliverable shall be the current West Virginia Benchbook for Domestic Violence Proceedings, which was last updated in 2016. The person and/or entity submitting the successful proposal is responsible for all research, creative organization, drafting, and editing essential to an acceptable finished product, the Project Deliverable.

#### COMPENSATION AWARD DETAILS

The Project is funded through federal grant monies. Grant compensation parameters are set at

- \$80 (Eighty Dollars) per hour maximum for all work performed, and,

- \$8,000 (Eight Thousand Dollars) maximum for production of Project Deliverable.

Upon completion of the Project Deliverable, the Director of Grants shall review the submitted work product to ensure that it meets the Project specifications. Upon such review, including analyses of the invoice, the Director of Grants shall request that the Court issue payment, which will be no later than sixty (60) days from the date the person and/or entity responsible for the successful proposal submits the Project Deliverable in finished form along with the invoice for all work

performed. In the event that the Director of Grants does not consider the Project

Deliverable, i.e. work product submitted by the person and/or entity responsible for the successful proposal, to meet the standards of the Request for Proposal and contract, the resolution processes detailed in the contract shall apply, and the Court will only tender payment when and if the Director of Grants considers the Project Deliverable work product as acceptable.

#### PROJECT COMPLETION DEADLINE AND DELIVERABLE DUE DATES

- Project Commencement Date: Immediately upon award and execution of the requisite contract.
- Project Completion Date: Project Deliverable due within six (6) months from award and/or no later than March 1, 2019, whichever date arrives first.

#### PROPOSAL COMPONENTS AND PROJECT DELIVERABLE REQUIREMENTS

All proposals submitted in response to this RFP must include all of the following components in order for the Director of Grants to consider the submission complete:

1. Completed Cover Page that includes:
  - Reference to the West Virginia Benchbook for Domestic Violence Proceedings Project.
  - Name of the Person and/or Entity Responsible for the Proposal, who shall be considered responsible for the Project Deliverable finished work product;
  - Contact Information for the Primary Contact (mailing address, telephone, email);
  - Description of the Professional Credentials; and,
  - Recitation of prior experience in producing similar work products.
2. Step by step plan with corresponding time frames for completion of the Project Deliverable;
3. A Projected Budget for completion of the Project Deliverable; and,
4. A Narrative Discussion as to why the person and/or entity responsible for the Proposal holds the distinction of being the best choice for award of the Project.
5. The person and/or entity responsible for the successful proposal, and awarded the task of submitting the Project Deliverable finished work product, must follow the highest standards of legal work product creation and production, including:
  - complete and accurate research,
  - current and good form citations,
  - precise and current authority,
  - correct grammar throughout, and
  - sound organization of materials and appropriate appendices.

The Project Deliverable finished product must be delivered to

the Director of Grants as follows:

- in digital form in a medium designated by the Director of Grants,
- in Word word processing format,
- with all metadata, and,
- in printed, tabbed, and appropriately indexed form.

The person and/or entity responsible for the successful proposal and submitting the Project Deliverable finished work product must represent that the Court unequivocally owns the Project Deliverable in every respect, and that the Project Deliverable does not violate the intellectual property right(s) of any third party. Other details concerning the engagement shall be forthcoming in the referenced contract governing the terms and conditions of the Project.

THE SUPREME COURT OF APPEALS OF WEST VIRGINIA

This Request for Proposal is undertaken on behalf of the Supreme Court of Appeals of West Virginia, a unified Court System, and the highest appellate court in the state. The Court is committed to access to justice to all citizens of the State of West Virginia, and is an affirmative action-equal employment opportunity employer.

---

**Desired Class Level:** 3L, LLM, Graduate/Alumni

---

**Posting Date:** July 19, 2018

---

**Expiration Date:** July 27, 2018

---

**Contact:** Lori PalettaDavis  
Building 1, Room E-100 1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** Lori.PalettaDavis@courtsww.gov

---

**ID:** 3586

---

## Request for Proposals – Update the WV sexual violence bench book Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Part-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

The West Virginia Supreme Court seeks proposals from attorneys with research skills and familiarity with sexual violence law for updating a state bench book on sexual violence. If selected, this project could be an effective marketing tool for the attorney, and it pays up to \$8,000. See the attached document for details.

SUPREME COURT OF APPEALS OF WEST VIRGINIA

REQUEST FOR PROPOSAL

West Virginia Sexual Violence Benchbook

REQUEST FOR PROPOSAL ISSUED JULY 12, 2018

RESPONSES DUE JULY 27, 2018

ALL DETAILS ARE INCLUDED IN THE FOLLOWING PAGES

SUPREME COURT OF APPEALS OF WEST VIRGINIA REQUEST FOR PROPOSAL ("RFP")

WEST VIRGINIA SEXUAL VIOLENCE BENCHBOOK  
Update and Revision

RFP PROCESS TIME FRAMES

Request for Proposal Release Date: July 12, 2018

Request for Proposal Due Date: July 27, 2018 Proposal  
Award Date

(projected): August 15, 2018

(no later than September 1, 2018)

SUBMISSION OF PROPOSALS

Prospective project awardees must submit complete proposal documents within the above-stated time frame, and as follows: Submit Complete Proposals to the attention of: EVAN LYNCH, JDDirector of Grants

Supreme Court of Appeals of West Virginia 1100 Kanawha  
Boulevard East

Building 1, Room E-100 Charleston, West Virginia 25305

Preferred Method of Submission: ELECTRONIC

In Care Of Thomas Hansen, Grants Manager

thomas.hansen@courtswv.gov

The Court will also accept timely paper submissions in care of the address noted above.

Direct Questions about the Process to: THOMAS HANSEN

thomas.hansen@courtswv.gov

PROPOSAL AWARD PROCESS

The Grants Division of the Supreme Court of Appeals of West Virginia will subject all proposals to thorough review based upon completeness, cost-effectiveness, knowledge base of responsible person(s), and projected quality of deliverables. The Director of Grants will select two (2) finalists, if supported by the number and quality of the proposal submissions. The two (2) finalists may be asked to produce additional information and/or submit to an interview process. The final selection of a successful proposal is subject to the recommendation of the Director of Grants and approval of the Supreme Court of Appeals of West Virginia ("Court"). The

Director of Grants will notify the responsible party of the successful proposal. The Court will post the results of the award process on its website ([www.courtswv.gov](http://www.courtswv.gov)) which shall serve as notice concerning the process to all those submitting proposals.

#### PROPOSAL AWARD PROCESS

(continued)

The person and/or entity submitting the successful proposal shall be required to enter into a contract with the Administrative Office of the Supreme Court of Appeals of West Virginia concerning the terms of engagement for provision of professional services required to timely produce the Project deliverable as described in this Request for Proposal. The contract will reference all details concerning payment, quality, and other relevant terms and conditions of

the engagement such as insurance coverage requirements. This is a work-for-hire project, meaning that the Court owns all of the finished product/Project Deliverable in entirety, as well as all unused elements of the production process. Work on the Project Deliverable shall not commence until the contract has been executed by the Court and person and/or entity submitting the successful proposal.

#### DESCRIPTION OF THE PROJECT

The Grants Division of the Supreme Court of Appeals of West Virginia seeks proposals for the process of updating and revising its West Virginia Sexual Violence Benchbook ("the Project"). The Project requires extensive knowledge of the subject matter, including West Virginia law, statutes, rules, procedures, case law, and current developments.

The Project deliverable will be an up-to-date resource manual for practitioners/users of varying disciplines, such as judges, attorneys, social workers, mental health professionals, agency administrators, and others, throughout the State of West Virginia ("Project Deliverable"). The Court will make the Project Deliverable readily available to these users, as well as members of the public, in various forms, including on the Court website, among others.

The Project Deliverable must include all relevant statutory amendments and new legislation enacted through the 2018 sessions, as well as all relevant case law through the January 2018 term. The foundation for the Project Deliverable shall be the current West Virginia Sexual Violence Benchbook, which was last updated in 2016. The person and/or entity submitting the successful proposal is responsible for all research, creative organization, drafting, and editing essential to an acceptable finished product, the Project Deliverable.

#### COMPENSATION AWARD DETAILS

The Project is funded through federal grant monies. Grant compensation parameters are set at

- \$80 (Eighty Dollars) per hour maximum for all work performed, and,
- \$8,000 (Eight Thousand Dollars) maximum for production of Project Deliverable.

Upon completion of the Project Deliverable, the Director of Grants shall review the submitted work product to ensure that it meets the Project specifications. Upon such review, including analyses of the invoice, the Director of Grants shall

request that the Court issue payment, which will be no later than sixty (60) days from the date the person and/or entity responsible for the successful proposal submits the Project Deliverable in finished form along with the invoice for all work performed. In the event that the Director of Grants does not consider the Project Deliverable, i.e. work product submitted by the person and/or entity responsible for the successful proposal, to meet the standards of the Request for Proposal and contract, the resolution processes detailed in the contract shall apply, and the Court will only tender payment when and if the Director of Grants considers the Project Deliverable work product as acceptable.

#### PROJECT COMPLETION DEADLINE AND DELIVERABLE DUE DATES

- Project Commencement Date: Immediately upon award and execution of the requisite contract.
- Project Completion Date: Project Deliverable due within six (6) months from award and/or no later than March 1, 2019, whichever date arrives first.

#### PROPOSAL COMPONENTS AND PROJECT DELIVERABLE REQUIREMENTS

All proposals submitted in response to this RFP must include all of the following components in order for the Director of Grants to consider the submission complete:

1. Completed Cover Page that includes:
  - Reference to the West Virginia Sexual Violence Benchbook Project.
  - Name of the Person and/or Entity Responsible for the Proposal, who shall be considered responsible for the Project Deliverable finished work product;
  - Contact Information for the Primary Contact (mailing address, telephone, email);
  - Description of the Professional Credentials; and,-Recitation of prior experience in producing similar work products.
2. Step by step plan with corresponding time frames for completion of the Project Deliverable;
3. A Projected Budget for completion of the Project Deliverable; and,
4. A Narrative Discussion as to why the person and/or entity responsible for the Proposal holds the distinction of being the best choice for award of the Project.
5. The person and/or entity responsible for the successful proposal, and awarded the task of submitting the Project Deliverable finished work product, must follow the highest standards of legal work product creation and production, including:
  - complete and accurate research,
  - current and good form citations,
  - precise and current authority,
  - correct grammar throughout, and
  - sound organization of materials and appropriate appendices.

The Project Deliverable finished product must be delivered to the Director of Grants as follows:

- in digital form in a medium designated by the Director of Grants,
- in Word word processing format,
- with all metadata, and,
- in printed, tabbed, and appropriately indexed form.

The person and/or entity responsible for the successful proposal and submitting the Project Deliverable finished work product must represent that the Court unequivocally owns the Project Deliverable in every respect, and that the Project Deliverable does not violate the intellectual property right(s) of any third party. Other details concerning the engagement shall be forthcoming in the referenced contract governing the terms and conditions of the Project.

THE SUPREME COURT OF APPEALS OF WEST VIRGINIA  
This Request for Proposal is undertaken on behalf of the Supreme Court of Appeals of West Virginia, a unified Court System, and the highest appellate court in the state. The Court is committed to access to justice to all citizens of the State of West Virginia, and is an affirmative action-equal employment opportunity employer.

---

**Desired Class Level:** 3L, LLM, Graduate/Alumni

---

**Posting Date:** July 19, 2018

---

**Expiration Date:** July 27, 2018

---

**Contact:** Lori PalettaDavis  
Building 1, Room E-100 1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** Lori.PalettaDavis@courtswv.gov

---

**ID:** 3585

---



**Attorney**

Noonan &amp; Noonan, LLC (61 Greene St. Cumberland, MD 21502)

**Position Type:** Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Description:**

Maryland/West Virginia Law Firm Seeking New Associates

The law firm of Noonan Willetts Attorneys at Law started as a father-son firm (Noonan & Noonan, LLC). Noonan Willetts is headquartered in Cumberland, MD and has quickly grown to five attorneys with three offices in three states (WV, MD, & VT). Noonan Willetts is expanding and is looking to hire eager and trainable attorneys to join their lifestyle flexible firm. Successful candidates will be licensed in MD and pass the WV bar within 1 year of hire. We are specifically seeking an attorney to be located in or around Oakland, MD and work out of the firms turnkey modern office space just blocks from the courthouses. Noonan Willetts primarily works in the areas of criminal, traffic/DUI, family, personal injury, general civil litigation, probate/estate/wills, bankruptcy, and real estate law. We are specifically looking for an attorney that is comfortable handling at a minimum basic family and criminal law litigation. It is a very strong plus if the candidate has knowledge of the real estate title closing industry and can or could perform closings in addition to any other areas that would expand the firm's service offering. This is a rare opportunity for a new associate to take over a new office and a solid existing caseload, benefiting from referrals based upon the firm's solid reputation in the region for over 30 years. This opportunity is suited to new graduates, as well as graduates/attorneys that have been practicing long enough to want more control over their work-life balance with no overhead considerations.

Please send resume and brief cover letter to  
 beau@noolawllc.com, ATTN: Beau Noonan, Esq. –  
 Owner/Managing Partner – Subject: Oakland Attorney

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 18, 2018**Expiration Date:** August 31, 2018**Contact:** Mr. Beau A. Noonan, Esq.  
Owner/Partner61 Greene St. Cumberland, Maryland 21502 United States  
<http://www.noolawllc.com>**Resume Receipt:** E-mail**Default email for resumes.:** beau@noolawllc.com**Additional Documents:** Cover Letter**ID:** 3583

**: Trial Attorney, Civil Litigation Division #18-040**

Office of the Attorney General for the District of Columbia (Washington, D.C.)

**Position Type:** Full-time

---

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

---

**Description:**

The Office of the Attorney General for the District of Columbia is seeking a Trial Attorney for the Civil Litigation Division. Eligible candidates must have a law degree and admission to a bar in any jurisdiction with eligibility to waive into the DC bar within 1 year. Ideal candidates must have significant litigation experience, including civil jury trial experience. See the attached vacancy announcement for more details.

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-040 POSITION

**TITLE:**

TRIAL ATTORNEY  
(Civil Litigation)

POSITION GRADE & SERIES: LS-14/1 to 14/6 SALARY RANGE: \$114,171 – \$133,211

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

OPENING DATE: July 13, 2018 CLOSING DATE: August 3, 2018

DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia  
Civil Litigation Division, Section II 441 4th Street NW  
Washington, DC 20001

**NO. OF VACANCIES:** One (1)

This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.

**DESCRIPTION OF DUTIES:** The Office of the Attorney General for the District of Columbia seeks an experienced trial attorney for Section II of its Civil Litigation Division. The Civil Litigation Division defends the District of Columbia in civil lawsuits filed in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia in which plaintiffs seek money damages and/or individual injunctive relief. The cases primarily are in the areas of personal injury claims (e.g., automobile, police false arrest, assault and battery, slip and falls, inmate claims and medical malpractice), federal constitutional civil rights claims (e.g., Fourth Amendment claims involving alleged unlawful arrest and excessive force), and other civil claims involving special education and related services under the Individuals with Disabilities Educational Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504 Rehab. Act), as well as the Americans with Disabilities Act (ADA).

The successful candidate will defend the District of Columbia and its executive level agencies, officials, and employees acting within the scope of their employment against civil litigation. The successful candidate will have an individual caseload of approximately twenty-five active civil cases and may work on various litigation teams. The incumbent will file pleadings, conduct and respond to written discovery, conduct and defend depositions, file and respond to procedural and dispositive motions, negotiate settlements, and conduct trials and contested hearings. There is substantial contact with client agencies and individual clients. The position requires significant civil litigation experience. Prior civil litigation experience must include trials or evidentiary hearings, motions and discovery practice, taking and defending depositions, and a thorough knowledge of the Federal Rules of Civil Procedure. Significant experience in one or more substantive areas where the Division practices (e.g. civil rights law, municipal liability, personal injury tort defense, IDEA litigation, as well as Section 504 Rehab Act and/or ADA litigation) is desired.

**QUALIFICATIONS:** Candidates must have significant litigation experience, including civil jury trial experience. The successful candidate must have excellent research and writing skills, extensive experience in conducting discovery, including expert discovery, and all aspects of pretrial civil practice, and civil jury trial experience. The candidate must be able to handle multiple deadlines in a fast-paced environment, and be a self-starter. Prior judicial clerkship experience is highly desirable but not required.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously

employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> July 17, 2018
<b>Expiration Date:</b> August 3, 2018
<b>Contact:</b> Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Arlyntha.Love@dc.gov
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>ID:</b> 3580

---

**Law Clerk**

Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

Law Clerk position with Judge Anita Harold Ashley, in the 5th Circuit, which is comprised of Mason, Jackson, Roane, and Calhoun counties. The primary office location of the clerkship is in Spencer, WV (Roane Co.), but the clerk would be expected to travel with the Judge to other counties in the circuit on a relatively frequent basis, although the majority of time spent will be in the Spencer office.

Applications should be sent using the instructions on the "www.courtswv.gov" website, found under the "employment" tab Circuit Judge Law Clerk Positions. While applications will be accepted until the vacancy is filled, applications received on or before August 1, 2018, will receive preference. The position, if not already listed, will be shortly and you can apply without the listing.

If interested applicants have questions regarding the application process, please direct them to the administrative office of the West Virginia Supreme Court of Appeals, while questions regarding the specific nature of the position and the duties involved may be directed to myself, at 304-927-2372 or [chance.chapman@courtswv.gov](mailto:chance.chapman@courtswv.gov).

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 17, 2018**Expiration Date:** August 31, 2018

**Contact:** Chance Chapman  
Building 1, Room E-100 1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

**Resume Receipt:** E-mail**Default email for resumes.:** [chance.chapman@courtswv.gov](mailto:chance.chapman@courtswv.gov)

**Requested Document Notes:** Applications should be sent using the instructions on the "www.courtswv.gov" website, found under the "employment" tab Circuit Judge Law Clerk Positions

**ID:** 3579

## Project Attorney

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:**

Project Attorney

Orrick, Herrington & Sutcliffe LLP

Location: Wheeling, WV

Job#1330WH

Orrick currently has an excellent opening for a Project Attorney in the Global Operations Center (GOC) in Wheeling, WV.

Orrick is again one of the Fortune 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures. Selected among hundreds of companies that Fortune considered this year, Orrick is one of only five law firms to make the 2018 list.

Orrick Analytics is a team of lawyers, statisticians and other professionals that uses state-of-the-art technology and probability modeling in document-heavy engagements. The type of work we do ranges from massive document reviews, including e-discovery, in litigation to large-scale contract reviews and other due diligence.

Unlike Legal Process Outsourcers (LPOs), our in-house team model offers the benefits of full integration with the litigation and transactional lawyers leading the engagement. We work together on a regular basis to ensure that the culling of data from documents is performed with the utmost care, and the purpose of the review always remains at the forefront.

### Responsibilities

Are you looking to work in a dynamic team oriented work environment? As a Project Attorney in the Orrick Analytics group, you will share responsibility for ensuring discovery document review projects and transactions are performed in an efficient and effective manner. We work with litigation teams to understand project requirements and, teams of contractors and support staff to lead projects to completion.

- Project Attorneys are tasked with handling project intake, staffing, planning, budgeting, execution, documentation, communication and related project tasks.

- You will be responsible for due diligence and related transaction support.

- You have the responsibility to ensure the proper integration of technology at the project level.

- You will maintain knowledge of developments in technology including e-discovery to ensure project efficiency.

- We are devoted to the continuous improvement of the processes and methodologies we utilize to execute document review projects.

## Qualifications

- A Juris Doctor and successful bar passage and admission to practice in good standing in a U.S. jurisdiction is required.
- Some practice experience preferred.
- Significant document review experience, including experience making privilege determinations and preparing privilege logs.
- A successful Project Attorney will possess strong supervisory and team-building skills.
- Two years of experience in project lead or supervisory roles, preferably of both small and large teams.
- Excellent communication and interactive skills at all levels and a shown ability to work with a wide variety of personality types.
- Planning and organization skills are important in this role, including the ability to meet deadlines and to lead multiple projects concurrently.
- Do you have the ability to problem solve and make decisions? A can-do approach in these areas is crucial.
- Proficiency in spreadsheet and other office software, as well as litigation support and document review software.
- Good writing skills.

Orrick is a leading global law firm with a particular focus on serving companies in the technology, energy and financial sectors. We are recognized worldwide for delivering the highest-quality, legal advice and for our culture of innovation and collaboration.

Our formula for success is simple—we provide quality service to our clients and we hire the brightest and most talented individuals at every level. As an employer of choice we will provide our employees with challenging work, training opportunities, team oriented culture, and the opportunity to work with the best talent in the legal profession.

Our GOC in Wheeling, West Virginia, is home to more than 300 members. Established more than a decade ago, it was the first centralized administrative operation in a major law firm.

Orrick offers a friendly work environment, competitive salary, and excellent benefits.

Please visit [www.orrick.com](http://www.orrick.com) for more information about the firm.

To submit your resume and cover letter for this position, please visit our Project Attorney listing at [www.orrick.com/careers/](http://www.orrick.com/careers/). No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, protected veteran status, or on the basis of disability.

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 13, 2018

---

**Expiration Date:** August 31, 2018

---

**Contact:** Karen L. Sincavich  
HR Generalist  
2121 Main Street Wheeling, West Virginia 26003 United States  
<http://www.orrick.com>

---

**Resume Receipt:** Other (see below)

---

**How to Apply:** <https://orrick.com/careers/>

---

**Additional Documents:** Cover Letter, Unofficial Transcript

---

**ID:** 3578

---



## Chinese/ Spanish-Speaking Bilingual Junior Attorney (Flushing, New York)

Troy Law, PLLC (Flushing, New York)

---

**Position Type:** Full-time

---

**Practice Area(s):** Employment

---

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

---

**Description:**

TROY LAW, PLLC is the NUMBER ONE WAGE AND HOUR LITIGATION FIRM in Downtown Flushing, NY. We engage in aggressive litigation on behalf of blue-collar immigrant workers against employers who violate federal and state laws.

Seeking a BILINGUAL JUNIOR ASSOCIATE to support all aspects of our fast-paced business. Primary responsibilities include research and drafting discovery requests and responses, motions, and other forms of correspondence to courts, interviewing clients in Chinese and/or Spanish, appearing before federal and state court, and preparing for and conducting depositions. This position is a great opportunity for bilingual attorneys with a demonstrated interest in economic justice/ poverty alleviation. Fluency in Chinese/ Spanish is a requirement. Admission to the NY Federal Bar is a must. (Note: Recent law graduates who have passed the bar but have not yet been admitted should apply only once they are admitted to the bar and to the district court as well.)

**Requirements**

Fluency in Chinese/ Spanish is a must!  
Applicant must be already admitted to New York Federal District Court Bar, and preferably in the District of New Jersey as well.  
An ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.

To apply, send a resume with cover letter, legal writing sample, writing sample in either Chinese or Spanish, school transcript, & list of cases in which you appeared as the attorney of record for.

Please note that successful candidates must be available for an in-person interview in Flushing, New York. The scheduling is flexible.

---

**Desired Class Level:** LLM, Graduate/Alumni

---

**Posting Date:** July 11, 2018

---

**Expiration Date:** August 11, 2018

---

**Contact:** Ms Tiffany Troy  
HR Coordinator  
41-25 Kissena Blvd, Suite 119 Flushing, New York 11355  
United States  
<http://troypllc.com>

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [recruit@troypllc.com](mailto:recruit@troypllc.com)

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

---



## Experienced Wage and Hour Attorney (Flushing, New York)

Troy Law, PLLC (Flushing, New York)

---

**Position Type:** Full-time

---

**Practice Area(s):** Employment

---

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

---

**Description:**

TROY LAW, PLLC is the NUMBER ONE WAGE AND HOUR LITIGATION FIRM located in downtown Flushing, NY. Seeking an EXPERIENCED EMPLOYMENT LAW LITIGATION ASSOCIATE.

Primary responsibilities include managing and assigning cases to junior associates, directing the researching and drafting of discovery requests and responses, motions, and other forms of correspondence to courts, supervising intakes of clients in Chinese and/or Spanish, appearing before federal and state court, and preparing for and conducting depositions.

This position is a great opportunity for attorneys with a demonstrated interest in employment wage-and-hour law.

**Requirements:**

- âˆ’ Candidates must have at least two (2) years of relevant TRIAL experience in wage-and-hour and employment discrimination law before US district courts;
- âˆ’ who is Admitted in New York Federal Bar for at least one (1) year, and preferably in New Jersey;
- âˆ’ The ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.
- âˆ’ Ability to speak Chinese and/or Spanish preferred, but not required.

To apply, send a resume with writing sample, cover letter, school transcript, & list of cases in which you appear as the attorney of record. Please apply only if you meet all of the requirements above.

Summarize your Employment Law Trial Experience in a Table Format with the following pertinent information:

- â€¢ Complaint Filing Date;
- â€¢ Court;
- â€¢ Index Number;
- â€¢ Brief Description of Nature of Case (Wage-and-Hour or Employment Discrimination, including whether the case is a class-action case); and
- â€¢ Your involvement in the case (in intake, computation of damages, motion drafting, and other pertinent information).

All your information will be kept confidential.

Please note that successful candidates must be available for an in-person interview in Flushing, New York. The scheduling is flexible.

---

**Desired Class Level:** LLM, Graduate/Alumni

---

**Posting Date:** July 11, 2018

---

**Expiration Date:** August 11, 2018

---

**Contact:** Ms Tiffany Troy  
HR Coordinator

41-25 Kissena Blvd, Suite 119 Flushing, New York 11355  
United States  
<http://troypllc.com>

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [recruit@troypllc.com](mailto:recruit@troypllc.com)

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

---

**ID:** 3576

---

## Three-Month Student/ Recent Graduate/ Rookie Attorney Internship (Flushing, New York)

Troy Law, PLLC (Flushing, New York)

**Position Type:** Internship

**Practice Area(s):** Bankruptcy, Employment, Immigration/Refuge, Labor

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:**

Gain hands-on legal experience in a friendly, fast-paced, 25-year-old boutique law firm with experienced attorneys and collegial staff by applying to the: 3-Month Legal Internship.

The internship program is offered in our bustling downtown Flushing, where we conduct a diverse practice specializing in WAGE AND HOUR (EMPLOYMENT) LAW. Our GENERAL PRACTICE also includes:

1. REAL ESTATE transactions;
2. IMMIGRATION -- Family & Employment-based;
3. MATRIMONIAL -- Contested & Un-contested;
4. CORPORATION -- Incorporating, Stock Subscription & Acquisition;
5. BANKRUPTCY -- Chapter 7, 13 & 11;
6. COMMERCIAL LITIGATION--IP; and
7. PERSONAL INJURY -- City, State & Federal Courts.

Successful candidate(s) will gain experience in all aspects of LITIGATION PRACTICE under direct attorney supervision and will receive training in:

1. Drafting Complaints, Answers, Affirmative Defenses & Counterclaims;
2. Conducting Discovery, such as Automatic Disclosures, Interrogatories, Requests for Document Production, Deposition Appearance;
3. Writing Legal Memos on Motions for Summary Judgment, Motions to Dismiss, Temporary Restraining Orders, PI, Attachment;
4. Preparing Trial Notebook, Pre-trial Order, Jury Instructions, Voir Dire, Motion in Limine, Evidentiary Hearing & Trial;
5. Training in ECF, PACER, NYSCEF for Fed, State and Bankruptcy;
6. Interviewing Clients, Court Appearances; and
7. Working with government agencies.

EXCELLENT TRAINING for

- Recent law school graduate or law student looking to obtain crucial experience in above specialty work in a competitive market or to apply to future careers,
- New attorney, awaiting admission, pending bar result
- February 2016 Bar Exam Takers and/or a
- Rookie attorney from a foreign state with limited knowledge about NY/Fed practice.

Fellow interns have been recent graduates of top law schools across the nation including Harvard, Yale, University of Pennsylvania, University of Virginia, Columbia, NYU, Fordham, Cornell, Boston, Vanderbilt, Emory and Tulane Law Schools.

An intern can also receive academic credit under school program for an Internship, Externship, OPT, or 50 hours of Pro Bono, and a letter of recommendation upon request and successful completion.

Those interested in litigation practice, including the opportunity to conduct a trial at the back end of the initial term are strongly encouraged to apply.

Apply with a cover letter, resume, writing sample, and school transcript. Fluency in Mandarin Chinese and/or Spanish is a plus and should be noted on the cover letter, but is by no means required.

Please note that successful candidates must be available for an in-person interview in Flushing, Queens. The scheduling is flexible.

---

<b>Desired Class Level:</b> 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level
<b>Posting Date:</b> July 11, 2018
<b>Expiration Date:</b> August 11, 2018
<b>Contact:</b> Ms Tiffany Troy HR Coordinator 41-25 Kissena Blvd, Suite 119 Flushing, New York 11355 United States <a href="http://troypllc.com">http://troypllc.com</a>
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:recruit@troypllc.com">recruit@troypllc.com</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>ID:</b> 3577

---

**Attorney-Advisor**

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (Chicago Illinois)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5

77 WEST JACKSON BOULEVARD

CHICAGO, IL 60604-3590

U.S. Environmental Protection Agency, Region 5, Office of Regional Counsel Attorney-Advisor The Office of Regional Counsel seeks applications for an Attorney-Advisor. This is an entry-level permanent staff attorney position in the Chicago, Illinois office. The Attorney-Advisor is expected to start work in the fall of 2018. The deadline to apply is July 24, 2018. The Office of Regional Counsel is seeking applicants with excellent analytical and writing abilities, a strong commitment to public service, effective "people" skills, and an ability to take on significant responsibility. This position provides an opportunity for entry-level attorneys to practice law in a leading governmental environmental organization, and to receive extensive training in and exposure to environmental law and policy work in the public sector. Region 5 offers new attorneys significant responsibility, the opportunity to handle a varied caseload that includes enforcement and counseling work, and extensive training and mentoring from dedicated colleagues with recognized expertise. The Region offers a diverse and supportive work environment. The Office of Regional Counsel, Region 5 Region 5 encompasses the States of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. The Office of Regional Counsel (ORC) represents Region 5 in federal administrative, judicial and criminal environmental matters against regulated entities as well as in defensive cases within the jurisdiction of Region 5. The primary statutes enforced by the EPA are the Clean Air Act; Clean Water Act; Safe Drinking Water Act; Toxic Substances Control Act; Resource Conservation and Recovery Act; Comprehensive Environmental Response, Compensation, and Liability Act (Superfund); and the Federal Insecticide, Fungicide, and Rodenticide Act. Because ORC is organized as a multi-media office, an attorney's caseload may span the range of statutes EPA enforces and implements and is not limited to one statute, state, or industry. In addition, ORC provides legal advice to the Regional Administrator and other senior managers of Region 5 on all matters relating to their official responsibilities. Qualifications Qualified applicants must be J.D. graduates of an accredited law school and be members of a state bar, or 2018 J.D. graduates with bar membership pending. The ideal candidate will be a recently graduated attorney with excellent written and oral communication skills, a strong interest in public service and the mission of EPA. Region 5 has a strong preference that the applicant be able to start in the fall of 2018. Applicants must be a U.S. citizen to qualify for this position. If you qualify for veterans preference and want the Agency to consider that preference as a positive factor in reviewing your application, you must include in your application appropriate documentation such as DD214 (copy4), your VA letter, or Standard Form-15 (disabled veteran). Pay and Benefits During the first year, salary will be at the GS-11 level (currently starting at \$67,638 per year). Judicial clerks may be hired at the GS-12 grade (currently starting at \$81,071). Promotion potential is

up to the GS-14 level (currently starting at \$113,920). Relocation expenses are not authorized. Federal employment benefits are among the most comprehensive programs available anywhere. Additional information on benefits is available on EPA's website, at <https://www.epa.gov/careers/salaries-andbenefits>.

**Application Process** The office seeks applications for the Attorney-Advisor position through July 24, 2018. Please note that EPA will not consider applications received after July 24, 2018. All required supporting documents must be submitted electronically via email to R5Attorney-Advisor@epa.gov, with the subject heading "EPA Region 5 Attorney-Advisor." Please submit the following information, preferably in pdf format:

A resume, including significant accomplishments, work experience, class rank or G.P.A., contact telephone numbers, and e-mail address.

An unofficial transcript of law school grades (we will request an official version if you are selected).

A cover letter explaining the applicant's interest in the position.

The name, address and telephone numbers of 3 references.

A short writing sample not to exceed ten pages.

Proof of active bar membership and license to practice law in any State, U.S. Territory, Puerto Rico or the District of Columbia (or a statement that you are a 2018 J.D. graduate with bar membership pending).

Veterans Preference supporting documents, if applicable. Selected applicants will be invited for interviews in Chicago (at the candidate's expense), or video conference interviews may be conducted when appropriate. An offer will be made shortly thereafter. For questions about the Attorney-Advisor position, please contact Randa Bishlawi, Section Chief, telephone: (312) 886-0510, or e-mail: R5Attorney-Advisor@epa.gov. For more information about Region 5, please visit our website at <https://www.epa.gov/aboutepa/epa-region-5>.

-----  
 EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race; color; religion; sex, including pregnancy, sex stereotyping, gender identity or gender expression; national origin; sexual orientation; physical or mental disability; age; protected genetic information; status as a parent; marital status or political affiliation.

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> July 10, 2018
<b>Expiration Date:</b> July 24, 2018
<b>Contact:</b> Randa Bishlawi Section Chief 77 WEST JACKSON BOULEVARD Chicago, Illinois 60604 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> R5Attorney-Advisor@epa.gov
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 3572



## Judicial Law Clerk

Thirty-First Judicial Circuit of Virginia (Prince William County, Manassas & Manassas Park)

---

**Position Type:** Full-time

---

**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

---

**Description:**

Judges Tracy C. Hudson

Carroll A. Weimer, Jr.

Steven S. Smith Kimberly A. Irving

THIRTY-FIRST JUDICIAL CIRCUIT OF VIRGINIA

RE: Judicial Law Clerk Recruiting - Term August 2019-2020

The Thirty-First Judicial Circuit Court of Virginia, for the cities of Manassas, Manassas Park and Prince William County, is accepting applications for multiple Judicial Law Clerk positions for the term commencing August 2019. Typically, these positions are for a one year period.

The responsibilities for a law clerk are diverse and include legal research, review of interlocutory motions, and the drafting and review of legal opinions. Law clerks review civil files and proposed orders, provide daily and weekly briefings on criminal and civil dockets, and may be required to manage scheduling for cases assigned to a specific judge. They also assist with serious criminal matters including capital cases. Applicants for these positions must plan to graduate from law school by June of 2018 and are expected to take the Virginia Bar exam.

Applications must be postmarked by September 10, 2018. Interviews will be conducted by the Circuit Court judges in late September and early October 2018. For consideration, please submit a cover letter, resume, transcript, any letters of recommendation and optional writing sample to:

The Honorable Judges of the  
Thirty-First Judicial Circuit Court of Virginia  
Attn: Charlie Glenn  
9311 Lee Avenue, Third Floor Manassas, VA 20110

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 10, 2018

---

**Expiration Date:** September 10, 2018

---

**Contact:** Charlie Glenn

The Honorable Judges of the Thirty-First Judicial Circuit of Virginia. Attn: Susan Freche 9311 Lee Avenue, Third Floor Manassas, Virginia 20110

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** cglenn@vacourts.gov

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

---

**ID:** 3574

---

## Political Affairs Internship

The Borgen Project

---

**Position Type:** Internship

---

**Practice Area(s):** All Practice Areas

---

**Description:**

The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. This is a part-time 14-hours per week, unpaid telecommuting internship. The internship is for 12 weeks and responsibilities will include leading public and political outreach in your state and district.

**Key Responsibilities:**

- Meet with members of Congress and/or Congressional staffers in your State and District.
- Represent The Borgen Project at various business, political and community events.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.
- Mobilize individuals to contact their members of Congress in support of key poverty-reduction legislation.
- As needed, speak to groups, classes, and organizations.
- Write letters of support for key programs to political leaders, media, and other groups.

**Qualifications:**

- Outstanding writing skills.
- Self-starter who can produce great results with limited supervision.
- Strong oral communication skills and ability to lead meetings and give speeches.

**Start Date:** New programs begin every month, you choose the month you wish to start.

---

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level

---

**Posting Date:** July 5, 2018

---

**Expiration Date:** August 28, 2018

---

**Contact:** Borgen Project  
Seattle, Washington 98107 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** borgenproject-BRGN0725@applications.recruiterbox.com

---

**Requested Document Notes:** Please email hr@borgenproject.org if you have any trouble uploading your resume.

---

**ID:** 3567

---

## Attorney

Robert Dunlap Esquire, PLLC (Beckley, WV)

---

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Small firm (2 attorneys, 7 employees total) specializing in civil litigation, family law, criminal law, small amount of personal injury. Interest, and some experience in civil litigation helpful.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 3, 2018

---

**Expiration Date:** August 31, 2018

---

**Contact:** Robert Dunlap  
Owner/Partner  
208 Main Street Beckley, West Virginia 25801

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** robertdunlapesq@gmail.com

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

---

**ID:** 3563

---

## Associate position

Ray, Winton & Kelley PLLC (Charleston, WV)

---

**Position Type:** Full-time

---

**Practice Area(s):** Corporate, Estate Planning & Probate, Taxation

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Ray, Winton & Kelley, PLLC is seeking an associate to practice in the areas of estate planning, tax, and transactional work. The firm will accept resumes from recent graduates to those with up to five years' experience. Bar passage required for recent graduates.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 2, 2018

---

**Expiration Date:** August 3, 2018

---

**Salary Range:** 60,000 - 69,999

---

**Contact:** Mark Kelley

Partner

109 Capitol Street Suite 700 Charleston, West Virginia 25301

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** markkelley@rwk-law.com

---

**Additional Documents:** Cover Letter

---

**ID:** 3560

---

## Social Security Attorney

Jan Dils (Parkersburg, WV)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Social Security Disability Attorney

Our office is currently seeking Social Security Disability Legal Representatives to join our highly productive practice. The ideal applicant will have experience in Social Security Disability law, work well in a team, have strong communication skills, be compassionate, and have a high standard of ethics. This Legal Representative position will represent individuals with Social Security disability claims.

Jan Dils Attorneys at Law has helped thousands of people get the benefits they deserve. We have proudly served as a voice for the disabled individual for over 23 years. Our practice has a dynamic culture, and we strive to find applicants who are committed to growth and success. Join an outstanding organization with a client-centered focus and a team of people who fight to make a difference.

Desired Skills and Experience:

- Excellent organization and follow-up
- Exceptional client service skills
- Strong written and verbal communication
- Solid judgement and decision-making
- Proficiency in MS Office
- Experience with any electronic case management software is preferred

Required Education:

- Juris Doctorate Degree from an accredited Law School

OR

- Non-Attorney Representative Certification

Required Licenses:

- Must have Bar Certification

Benefits:

- We offer a competitive benefit and compensation package

Jan Dils Attorneys at Law is an Equal Opportunity Employer (EEOC).

Job Type: Full-time

Locations:

Parkersburg, Huntington, Charleston, Beckley, Logan- West Virginia

Charlotte, NC

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 2, 2018

---

**Expiration Date:** August 3, 2018

---

**Contact:** Mary-Michael McClung  
Human Resources and Culture Director  
963 Market Street Parkersburg, West Virginia 26101 United  
States  
<https://www.jandils.com>

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** mary-michael@jandils.com

---

**ID:** 3558

---

## Veterans Disability Attorney

Jan Dils (Parkersburg, WV)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

**Veterans Disability Attorney**

Jan Dils, Attorneys at Law, LC is adding a VA Disability attorney to our team. This full-time position will require you to provide a high level of service to our clients while demonstrating a high level of integrity, accountability, and team commitment. Successful candidates will have two or more years of VA disability representation experience.

**Responsibilities include:**

- Preparing for a client's hearing by analyzing the cases and interpreting the laws.
- Conducting pre-hearings with clients to review case information and advise clients of court processes.
- Evaluating findings and developing strategies and arguments for case presentation.
- Representing clients in court regarding their VA disability claim.
- Assisting VA team members with questions and client concerns.
- Attending hearings in various locations.

**Benefits include:**

- Competitive salary based on experience.
- Health, Vision, Dental, and Life insurance.
- Paid holidays.
- 401(k) Retirement plan with 3% match.
- 80 hours of paid-time-off annually.
- Gym membership reimbursement.
- Firm sponsored cell phone.

\*Serious applicants should use the apply now button on this page.

Jan Dils, Attorneys at Law, LC is an equal opportunity employer (EEOC).

**Job Type:** Full-time

**Required experience:**

- VA Disability Attorney: 2 years

**Job Type:** Full-time

**Locations:**

Parkersburg, Huntington, Charleston, Beckley, Logan- West Virginia

Charlotte, NC

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** July 2, 2018

---

**Expiration Date:** August 3, 2018

---

**Contact:** Mary-Michael McClung  
Human Resources and Culture Director  
963 Market Street Parkersburg, West Virginia 26101 United  
States  
<https://www.jandils.com>

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** mary-michael@jandils.com

---

**ID:** 3559

---



## Attorney

ACLU - West Virginia (Charleston)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

P O Box 3952

Charleston WV 25339-3952

(304) 345-9246

[www.acluwv.org](http://www.acluwv.org)

CAREER OPPORTUNITY: STAFF ATTORNEY/ LEGAL DIRECTOR  
American Civil Liberties Union of West Virginia

The American Civil Liberties Union of West Virginia (ACLU-WV) seeks a dynamic, experienced Staff Attorney/ Legal Director to direct the diverse and challenging legal activities of the organization. The ACLU of West Virginia is a non-partisan, non-profit public interest organization dedicated to protecting and expanding civil liberties for all people in West Virginia. A major focus of our work is to extend the promise of the Bill of Rights to those groups who have traditionally been denied its protections. We accomplish our goals through litigation, advocacy, public education, and grassroots organizing. Given the policies currently being pursued in Washington and Charleston, we believe that our mission is as relevant and important today as it has ever been.

The Staff Attorney/ Legal Director can anticipate working on issues such as freedom of speech, expression and association, religious liberty, privacy, racial justice, reproductive freedom, LGBTQ rights, criminal justice and drug policy reform, and protection from government abuses. The job duties will also include non-litigation advocacy involving community outreach, coalition building, writing and publishing reports, planning and participating in public meetings, legislative research and advocacy, and media interviews. The Staff Attorney/ Legal Director reports to the Executive Director who is responsible for the overall program of the ACLU-WV.

To learn more about the work of the ACLU-WV and the ACLU nationwide, please visit [www.acluwv.org](http://www.acluwv.org) and [www.aclu.org](http://www.aclu.org).

### POSITION OVERVIEW:

The Staff Attorney/ Legal Director will lead and expand the ACLU-WV legal program and increase the affiliate's visibility across West Virginia. The Staff Attorney/ Legal Director, in coordination with the Executive Director, will be responsible

for setting the overall legal strategy to advance the ACLU-WV mission. This includes developing and litigating high-impact, complex federal and state cases, as well as managing legal staff and interns. The Staff Attorney/ Legal Director will work closely with peers in the organization, foster relationships among the legal community, advocate for change in the civil liberties landscape, and engage supporters in achieving our mission. The position requires a willingness to work beyond the normal work day, including evening and weekend meetings and events.

#### RESPONSIBILITIES:

- Create multi-pronged strategies using litigation, public education, and legislative and policy advocacy to further the organization's priority issues;
- Coordinate legal intake with staff and ensure that intake is properly evaluated and processed;
- Present selected cases to the Executive Director for evaluation, and present approved cases to the Legal Committee and the Board for evaluation and authorization of litigation;
- Research civil liberties issues, and prepare legal memoranda and demand letters;
- Conduct complex federal and state court civil liberties litigation, including all aspects of discovery, motion practice, briefs, trials, appellate work, and amicus briefs;
- Secure the services and expand the pool of cooperating attorneys;
- Monitor litigation handled by cooperating attorneys and provide back-up assistance as needed;
- Participate directly in litigation in selected cases, either as co-counsel with cooperating attorneys or, when necessary, as lead counsel;
- Analyze and draft legislation;
- Prepare and/or provide testimony at legislative hearings;
- Update Know Your Rights Seminars and present as needed;
- Recruit and supervise legal interns;
- Prepare necessary dockets and reports for the Executive Director and Board;
- Develop and maintain relationships with the legal staff at the national ACLU, its projects, and other affiliates;
- Participate in national ACLU legal conferences and maintain the requisite CLE requirements (at the ACLU-WV Foundation's expense).

AT THE DISCRETION OF THE EXECUTIVE DIRECTOR:

- Engage in public speaking and articulate ACLU-WV views to the public and the media on a broad range of issues;
- Write press releases, op-ed pieces, and newsletter articles;
- Travel to attend local, statewide or national meetings;
- Assist in fund-raising efforts by participating in meetings with donors, speaking at donor events, and otherwise working with development staff to ensure consistent funding of our work.

QUALIFICATIONS:

- J.D. and admission to the West Virginia Bar (or admission within one year of hire);
- A deep and demonstrated commitment to civil liberties and civil rights, and strong support for the goals of the ACLU;
- At least 3 years of litigation experience and/or experience as a legislative lawyer or in crafting or implementing civil rights policy;
- Ability to develop and implement non-litigation strategy;
- Ability to analyze and articulate legal concepts and other complex issues and communicate them to a variety of audiences;
- Excellent research, writing and analytical skills;
- Skills as an articulate public advocate;
- Excellent organizational skills;
- Flexibility for travel;
- Personal enthusiasm, optimism, and a sense of humor;
- Strong interpersonal skills, including the ability to work collaboratively with other lawyers, staff members, and within diverse community organizations and coalitions.

SALARY & BENEFITS:

Salary and title (Staff Attorney or Legal Director) are commensurate with experience and within the parameters of the ACLU-WV compensation scale. Excellent benefits offered, including generous health insurance plan, life and long-term disability insurance, 401(k), generous sick, vacation, holiday leave and parking.

APPLICATION PROCEDURE:

Submit a letter of interest, resume, legal writing sample, law school transcript (if in practice less than 5 years), and a list of three professional references including contact information, to [mail@acluwv.org](mailto:mail@acluwv.org) with a subject line of "Attorney Position." Application materials may also be mailed to:

ACLU of West Virginia Attorney Search

P.O. Box 3952

Charleston, WV 25339-3952

DEADLINE:

Applications will be reviewed as they are received and will continue until the position is filled. Applicants are encouraged to apply early.

The ACLU of West Virginia is an Equal Opportunity/Affirmative Action employer and encourages women, people of color, people with disabilities and LGBTQ people to apply. We value a diverse workforce and an inclusive culture. The ACLU of West Virginia strongly encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, criminal history, and veteran status.

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 29, 2018
<b>Expiration Date:</b> July 31, 2018
<b>Contact:</b> ACLU P.O. Box 3952 Charleston, West Virginia 25339-3952 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:mail@acluwv.org">mail@acluwv.org</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>ID:</b> 3556

---

## Compliance Analyst, Verbatim

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

**Position Type:** Full-time

**Practice Area(s):** Corporate

### Description:

**Verbatim** is the premier managed service provider of subsidiary compliance solutions to multinational organizations. We support the complex compliance needs of the world's largest and most sophisticated multinational corporations. We are a team of compliance professionals armed with subject matter expertise, global jurisdictional reach, and a robust, customizable technology platform. We are dedicated to the coordination and execution of substantive and routine corporate governance and compliance matters, focusing on global secretary matters exclusively which frees clients to concentrate internal resources on more strategically significant issues and initiatives.

**Verbatim** is a wholly-owned subsidiary of **Orrick, Herrington & Sutcliffe LLP**, a leading global law firm. Verbatim does not engage in the practice of law; our employees act as compliance coordinators while managing lawyers in more than 130 jurisdictions. Legal advice concerning corporate law compliance is provided by legal advisors coordinated by Verbatim.

Verbatim currently has openings at Orrick's Global Operation Center in Wheeling, WV for Compliance Analysts. This position has potential remote work / telecommuting opportunities on a part-time basis after 6 months in the role.

As a Compliance Analyst, you will be responsible handling corporate compliance, subsidiary maintenance, incorporation, dissolution and general corporate housekeeping activities for the global subsidiaries of multinational clients. The Compliance Analyst prepares corporate documents and dedicatedly leads the entire matter process (from initiation through completion and publication in a web-based compliance platform), probes for cross-selling opportunities, and develops positive working relationships with clients. This position requires excellent project management skills, the ability to lead local counsel as well as good knowledge of international corporate requirements and procedures.

### Responsibilities:

- Provides consultative service as the initial point of contact for client inquiries.
- Dedicatedly leads matters through the entire lifecycle by establishing a matter with each request.
- Establish yourself as a subject matter expert and trusted business partner.
- Develops and maintains knowledge of the clients, Verbatim and industry as a whole by attending and fully engaging in formal and informal training/mentoring sessions; engaging in self-directed learning
- Controlling counsel fees by managing local counsel to provide services within proposed budget
- Represents Verbatim by developing and maintaining comprehensive knowledge of industry trends and general business and financial acumen through various sources and initiatives.

### Requirements:

- 4 – year BS/BA degree or equivalent work experience

required, paralegal certificate from an ABA approved paralegal program preferred. JD degree a plus.

- Strong analytical and critical thinking/problem solving skills, attention to detail and accuracy
- Knowledge of corporate law and in-house/law firm experience is needed.
- Excellent communications skills (written, verbal and relationship building).
- Confirmed ability to handle and prioritize complex and concurrent projects adapting to a dynamic and high-energy department with multiple deadlines.
- Experience with legal database systems e.g., Two-Step, ICSA, CT or Bridgeway a plus.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, & Outlook).
- Commitment to Verbatim's core values and client service standards.

To submit your resume and cover letter for this position, please visit Orrick's Paralegal and Professional Staff listing at [www.orrick.com/careers/](http://www.orrick.com/careers/).

No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, protected veteran status, or on the basis of disability.

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 28, 2018
<b>Expiration Date:</b> August 28, 2018
<b>Contact:</b> Karen L. Sincavich HR Generalist 2121 Main Street Wheeling, West Virginia 26003 United States <a href="http://www.orrick.com">http://www.orrick.com</a>
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> To submit your resume and cover letter for this position, please visit Orrick's Paralegal and Professional Staff listing at <a href="https://www.orrick.com/Careers">https://www.orrick.com/Careers</a> .
<b>Additional Documents:</b> Cover Letter
<b>ID:</b> 3555

---

## Deputy General Counsel

West Virginia University

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Deputy General Counsel Position

The General Counsel's Office at West Virginia University is accepting applications for the position of Deputy General Counsel for Health Sciences Center. This position, which reports directly to the General Counsel, will represent and advocate the legal interests of West Virginia University, the WVU Board of Governors, the President, and others on legal matters affecting the University by rendering a broad array of legal services as assigned, including, without limitation:

Provide advice and guidance to senior administration, Deans, faculty, and staff within the University Health Science Center.

Provide direct policy-making input and advice on matters of substantial magnitude related to critical University activities, policy questions and operation procedures and, as needed, draft, modify, or review institutional policies, procedures, and practices.

Assist the University with clinical trial negotiation, agreements, administration, and compliance.

Assist the University with federal, state, and industry sponsored contract and research grant solicitation, negotiation, administration, and compliance.

Review, draft, and negotiate contracts on behalf of the University.

Provide advice and counsel on research related activities engaged in by the University including, but not limited to federal, state, or administrative agency research and contract compliance issues, industry clinical research, and conflict of interest.

Provide, under supervision of General Counsel, high quality advice to the Board on legal matters affecting the University.

Provide advice and assist in the negotiation and review of matters pertaining to acquisitions, public-private partnerships, strategic alliances, large-scale contracts and other commercial transactions and relations relating to the University.

Provide advice and counsel on patient care activities engaged in by faculty, staff, and students at the Health Sciences Center in Morgantown, at the Charleston Division, at the Eastern Division, and at affiliated location.

Provide advice and counsel on healthcare compliance, including but not limited to federal, state, or administrative regulatory compliance, HIPPA, and professional credentialing issues.

Manage and oversee outside counsel regarding medical malpractice litigation or other litigation matters.

Provide advice and counsel on employment issues relating to clinician track faculty and residents.

Provide advice and counsel on academic and research integrity issues.

Responsible for the supervision and evaluation of Senior Associate General Counsels and Associate General Counsels from time to time as assigned by the General Counsel, and is expected to act as a guide and mentor for other office

attorneys in all aspects of their work.  
All other duties as may be assigned from time to time by the  
General Counsel.

#### Qualifications

J.D. degree from an accredited law school  
Experiential knowledge in two or more of the following areas  
of legal practice is required: health care law, contract law  
(especially complex transactions), employment, in-house  
representation of a public agency or other complex  
organization, corporate law, compliance with regulations  
governing federal research or clinical trials, intellectual  
property, and litigation.  
10 years relevant experience preferred in health care law,  
contract law (especially complex transactions), employment,  
in-house representation of a public agency or other complex  
organization, corporate law, compliance with regulations  
governing federal research or clinical trials, intellectual  
property, and litigation.  
Currently licensed to practice law in West Virginia or become  
licensed within the first twelve months of employment  
Valid driver's license

#### Requirements

Background check

To apply, visit [careers.wvu.edu](http://careers.wvu.edu), click on Staff positions, and  
search for Deputy General Counsel for Health Sciences  
Center.

#### About WVU

At West Virginia University, we pride ourselves on a tireless  
endeavor for achievement. We are home to some of the  
most passionate, innovative minds in the country who push  
their limits for the sake of progress, constantly moving the  
world forward. Our students, faculty and staff make this  
institution one of the best out there, and we are proud to  
stand as one voice, one university, one WVU. Find out more  
about your opportunities as a Mountaineer at  
<http://hr.wvu.edu/>

West Virginia University is an Equal Opportunity/Affirmative  
Action Employer and the recipient of an NSF ADVANCE award  
for gender equity. The University values diversity among its  
faculty, staff and students, and invites applications from all  
qualified individuals, including minorities, females,  
individuals with disabilities and veterans.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** June 27, 2018

---

**Expiration Date:** July 31, 2018

---

**Contact:** Human Resources  
Human Resources  
1 Law Center Drive Morgantown, West Virginia 26505 United  
States

---



**Resume Receipt: E-mail**

---

**Default email for resumes.:** WVUHIRE@mail.wvu.edu

---

**ID:** 3553

---

## Associate Attorney

Sherman Law Firm (Romney)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Sherman Law Firm- A Law firm engaged in the general practice of law with offices located in both Romney, West Virginia and Moorefield, West Virginia is seeking an Associate Attorney. Any applicants must be a good standing member of the WV State Bar or else currently studying and sitting for the bar exam. Please send resumes to: cwilkins@leshermanlaw.com.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** June 26, 2018

---

**Expiration Date:** July 31, 2018

---

**Contact:** Larry Sherman

Attorney

255 West Main Street Romney, West Virginia 26757 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** cwilkins@lesherman.com

---

**ID:** 3542

---

## Fellowship

Yale Law School (New Haven, CT)

**Position Type:** Fellowship

---

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

---

**Description:**

The Yale Law School Career Development Office is now accepting applications for the 2018-19 CDO Public Interest Fellow. The Fellowship is a full-time, one-year residential appointment, with the possibility of reappointment.

The CDO Public Interest Fellowship is designed for a law school graduate who is interested in pursuing a career in higher education academic administration and who has a particular interest in public interest, including both nonprofit organizations and government.

The CDO Public Interest Fellow will:

1. Strategize new avenues for learning about and promoting post-graduate public interest opportunities, focusing on non-YLS fellowships, government honors programs and other entry-level public interest employment.
2. With support and training from CDO counselors, provide career counseling to students, with a focus on public interest students.
3. Enhance CDO's current public interest resources and develop new resources to meet the needs of students.
4. Collaborate with CDO's Public Interest Director to manage public interest fellowship application processes for several YLS fellowships administered by CDO. Coordinate with University grants office, other YLS fellowship administrators and Public Interest Director to serve the needs of fellowship applicants. Support the needs of the student-faculty Fellowship Working Group.
5. Coordinate outreach to current fellows regarding their fellowship experiences and post-fellowship plans, analyze responses and author report summarizing responses.
6. Coordinate Yale law student participation in several public interest career fairs. Advise students on maximizing fair experience and obtain feedback from students after events. Coordinate CDO's annual student public interest career fair and additional public interest events as needed.
7. Manage CDO's weekly public interest e-news which informs the school's public interest community about career events and opportunities.
8. Work with and help supervise CDO's Yale Law Student Public Interest Liaison.

The CDO Public Interest Fellow will commence work in summer or fall 2018 and will receive a competitive stipend plus benefits and office space at the Yale Law School.

To apply, please email the following application materials to Kelly Voight, Assistant Dean, Yale Law School Career Development Office at [kelly.voight@yale.edu](mailto:kelly.voight@yale.edu):

1. cover letter explaining your interest in the Fellowship and describing your public interest experience;

2. resume;
3. law school transcript;
4. list of three references.

Applications will be reviewed on a rolling basis.

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at [TitleIX@yale.edu](mailto:TitleIX@yale.edu), or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov). Please

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 26, 2018
<b>Expiration Date:</b> July 31, 2018
<b>Contact:</b> Kelly Voight Assistant Dean P.O. Box 209090 New Haven, Connecticut 06520-9090 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:anika.lemar@yale.edu">anika.lemar@yale.edu</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript
<b>ID:</b> 3544

---

## Practice Innovation Attorney

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

**Position Type:** Full-time

---

**Practice Area(s):** All Practice Areas

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

**Orrick** currently has an opportunity for a **Practice Innovation Attorney** in the **Global Operations Center ("GOC")** in **Wheeling WV** or any of our **US office locations**.

Do you love working with smart, dynamic, creative legal teams? We have the opportunity for you!

Orrick is again one of the Fortune 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures. Selected among hundreds of companies that Fortune considered this year, Orrick is one of only five law firms to make the 2018 list.

**Your Responsibilities:**

The Practice Innovation Attorney is dedicated to supporting our practice groups, matter teams and attorneys in the delivery of efficient and high quality legal services. This professional will serve as an internal consultant and a liaison between the practice of law and the delivery of efficient legal services. He or she will play a critical role in the design and cycle of improvement as Orrick pursues its industry leading role of delivering innovative, top tier client service. Consequently, it is crucial that this Practice Innovation Attorney possess a solid understanding of the practice of law as well as a creative and industrious mindset that facilitates innovation and efficiency. Responsibilities include:

- Coordinating and leading efforts with practice groups and individual attorneys to develop and improve the use of practice content to streamline the firm's legal services
- Supporting and leading projects to improve the delivery of our legal services, including process mapping, project planning, and resource integration
- Developing and delivering training on practice content, resources, and the efficient delivery of legal services
- Evaluating and benchmarking the firm's services and tools through external benchmarking and competitive intelligence
- Instituting workflows and processes to improve the utilization of practice content
- Communicating and consulting with administrators, attorneys, paralegals and staff on the firm's practice content, efficiency and legal service initiatives and projects
- Developing and maintaining internal practice resource content
- Assisting with marketing, business development and client-related materials about the firm's practice resources, tools, and efficiency initiatives

**Your Qualifications:**

- Juris doctorate (J.D.) from an accredited university or college is required.
- Minimum of four (4) years of experience as an attorney in a large law firm.
- Superior written and verbal communication skills with

- demonstrated ability to present complex ideas to attorneys, managers, clients, and the general public.
- Committed to solving practical problems and taking care of a variety of concrete variables in situations where only limited standardization and/or specific direction exists.
  - Excellent analytical, project management, prioritization, and organization skills.
  - Able to work independently with excellent judgment, handle multiple tasks at a time, and quickly prioritize projects.
  - Ability to work collaboratively and build positive relationships at all organizational levels.
  - Flexible dedicated teammate with ability to approach problems with a sense of ownership, enthusiasm, and innovation.
  - Strong interpersonal and customer service skills, coupled with a positive outlook; excellent public relations and tact skills.
  - Familiarity with best practices and technology to manage workflows, documents and communications.
  - Availability to travel as necessary.
  - Passionate about the importance and relevance of knowledge management, practice and project management and efficiency to help the firm meet its overall business plan.
  - Ambition, high energy, and initiative to work beyond the position's written duties and assist as needed.

Orrick is a leading global law firm with a particular focus on serving companies in the technology, energy and financial sectors. We are recognized worldwide for delivering the highest-quality legal advice and for our culture of innovation and collaboration.

Our formula for success is simple—we provide the highest quality service to our clients and we hire the brightest and most talented individuals at every level. As an employer of choice we will provide our employees with challenging work, training opportunities, team oriented culture, and the opportunity to work with the best talent in the legal profession.

Our Global Operations Center in Wheeling, West Virginia, is home to more than 300 members of our team. Established more than a decade ago, it was the first centralized administrative operation in a major law firm.

Orrick offers a friendly work environment, competitive salary, and excellent benefits.

Please visit [www.orrick.com](http://www.orrick.com) for more information about the firm.

To submit your resume and cover letter for this position, please visit our Paralegal and Professional Staff listing at [www.orrick.com/careers/](http://www.orrick.com/careers/).

No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, protected veteran status, or on the basis of disability.

Consistent with the SF Fair Chance Ordinance, an arrest and conviction record will not automatically disqualify a qualified applicant from consideration.

Qualified applicants with criminal histories will be considered for

the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** June 26, 2018

---

**Expiration Date:** August 25, 2018

---

**Contact:** Karen L. Sincavich  
HR Generalist  
2121 Main Street Wheeling, West Virginia 26003 United States  
<http://www.orrick.com>

---

**Resume Receipt:** Other (see below)

---

**How to Apply:** To submit your resume and cover letter for this position, please visit our Paralegal and Professional Staff listing at <https://www.orrick.com/Careers>

No phone calls please.

---

**Additional Documents:** Cover Letter

---

**ID:** 3545

---

## Administrative Director of Courts

Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Administrative Office of

The Supreme Court of Appeals of West Virginia

Position Announcement

Administrative office - Kanawha County

Employment Opportunity

Position open until filled (Posted 06/14/18)

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for an Administrative Director of Courts in Charleston, West Virginia. This position directly reports to the Chief Justice of the Supreme Court of Appeals, as well as the other Justices.

Administrative Director of Courts

Position Purpose: This position performs highly responsible administrative work in directing the administrative activities of the Supreme Court and carrying out the duties set forth in Article VIII, § 3 of the West Virginia Constitution and West Virginia Code Chapter 51. Primary areas of responsibilities include: Security Services; Communications and Public Information; Legal Services, including Library and Human Resources Services; Technology Services; Finance, Accounting and Administration Support, including Payroll and Facilities Management; Education and Outreach Programs; Probation Services; and Court Services and Support, including Children and Juvenile Services, Circuit, Family, Magistrate, and Specialty Courts, including Drug and Business Courts. The Administrative Director also serves as a liaison to advisory groups of committees, of justices, judges, administrators that provide recommendations and advice for policy-making, business practice change, and service delivery.

Minimum Qualifications:

- Bachelor's Degree from an accredited institution with a degree in judicial administration, business administration, public administration, law, or a related administration field. Juris Doctorate or advanced degree highly preferred.
- At least ten (10) years of progressively responsible experience in legal administration, court administration, and/or related judicial experience is highly preferred, but not



mandatory.

- At least ten (5-10) years of supervisory experience preferred.

Skills and Knowledge:

- Licensed to practice law in West Virginia (highly preferred).
- Ability to interact with the public and government officials in a variety of situations and circumstances.
- Ability to organize, direct, and coordinate administrative activities in a manner conducive to full performance and high morale.
- Knowledge of the organization, functions, responsibilities, and procedures of the courts.
- Knowledge of court procedures, legal documents, laws, and legal factors pertaining to the West Virginia judiciary highly desirable.
- Knowledge of modern principles and practices of public administration.
- Ability to express ideas on a variety of subjects, including legal and technical, clearly and concisely, orally and in writing.
- Demonstrated leadership acumen with high ethics and the ability to perform ad hoc problem solving in fast paced, high pressure situations.

Primary Duties and Responsibilities include:

- Supports the Supreme Court of Appeals of West Virginia in discharging its responsibility to provide for the administration of justice.
- Implements the rules, orders, and policies of the Court as they apply to court administration as well as enforces all Chief Justice directives and state statutes related to courts within the West Virginia Judicial System.
- Develops and implements strategic plans designed to ensure a shared vision and values throughout the Courts of West Virginia.
- Develops, promotes, and enforces statewide administrative practices and procedures under the direction and approval of the Supreme Court of Appeals. Engages in continuing examination and evaluation of existing administrative practices and procedures toward making recommendations for improvements.
- Leads and directs with integrity the employees of the Administrative Office of the Supreme Court through oversight of employee selection, employment, performance management, and termination processes, executed in

accordance with the law and sound human resources management principles.

- Prepares the state judicial budget following principles of cost-effectiveness, efficiency, and transparency. Monitors expenditures to ensure compliance with the budget.
- Gathers and analyzes a variety of reports and statistics, and makes recommendations for appropriate action in support of the principles of the Supreme Court of Appeals.
- Participates in appropriate and assigned legislative, executive, public, and other extracurricular activities toward promotion of the efforts of the Supreme Court and its administration of justice, including the delivery of speeches, papers, and other materials to diverse groups. Represents the Supreme Court in non-judicial matters with outside entities such as law enforcement, news media, committees, bar associations, and other groups having an interest in the courts of West Virginia, and administrative matters such as delivery of probation and related services, and the high overriding goal of administration of justice in West Virginia.
- Performs other duties as assigned

Criminal Background Check: Successful candidates must submit to criminal background check and a drug screen.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

#### West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More

information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

### Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

### Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website), signed and notarized Release for Criminal/Background Check (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

[Joan.Mullins@courtswv.gov](mailto:Joan.Mullins@courtswv.gov)

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.

---

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 15, 2018
<b>Expiration Date:</b> August 31, 2018
<b>Contact:</b> Joan Mullins Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:Billie.T.Catlett@wv.gov">Billie.T.Catlett@wv.gov</a>
<b>Additional Documents:</b> Cover Letter
<b>ID:</b> 3532

---

## Attorney

Public Defender Corporation for the 9th Judicial Circuit (Princeton, WV)

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

The Public Defender Corporation for the 9th Judicial Circuit has an attorney job opening available now.

We represent indigent clients for:

1. Felony
2. Misdemeanor
3. Probation Revocation
4. Juvenile
5. Mental Hygiene
6. Abuse and Neglect
7. Extradition
8. Contempt
9. Other

in Mercer County, West Virginia. We offer a competitive salary and benefits. Please submit your resume, including salary requirements and your West Virginia Bar number.

Mail to 1460 E. Main Street, Box 4, Princeton, WV 24740 or fax to (304)425-7189.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** June 11, 2018

---

**Expiration Date:** July 31, 2018

---

**Contact:** Ms. M. Denise Campbell  
Office Manager  
1460 East Main Street, Box 4 Law Building, 3rd Floor Princeton,  
West Virginia 24740 United States

---

**Resume Receipt:** Other (see below)

---

**How to Apply:** Mail to: 1460 E. Main Street, Box 4, Princeton, WV 24740 or fax to (304) 425-7189

---

**ID:** 3528

---

**Chicago - Legal Recruiting Assistant**

Foley &amp; Lardner LLP (Chicago)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

Chicago - Legal Recruiting Assistant

Foley &amp; Lardner LLP

The National Legal Recruiting Assistant will provide administrative support to the Legal Recruiting team with emphasis on the campus interviewing process and summer and new associate on-boarding. This will include posting positions, creating job requisitions, entering candidates into an applicant tracking system and auditing their status, communicating with firm and recruiting leadership, processing new hire paperwork, processing reimbursements, and coordinating conflict clearance. In addition, the Assistant will complete surveys on behalf of the national recruiting department, including those requested by NALP and the various law schools at which we recruit. The Legal Recruiting Assistant supports various event planning initiatives of the Recruiting Department, the most significant of which is the popular 3-day annual Summer Associate Retreat.

Qualifications include a minimum of one year of experience working in a professional office environment; proficiency with MS Word, Excel, and database solutions/applicant tracking software; excellent organizational skills, attention to detail and the ability to multitask; the ability to work under pressure in a fast-paced environment; and the ability to exercise initiative, sound judgment and professionalism in performing assigned tasks are needed. Preferred qualifications include a Bachelor's degree with a focus in Human Resources, Business, Psychology, or a law related field and previous experience in a law firm or professional services environment, especially in a recruiting and/or onboarding role. Affirmative Action/Equal Opportunity Employer/M/F/Vet/Disabled.

**Desired Class Level:** Graduate/Alumni**Posting Date:** June 7, 2018**Expiration Date:** August 1, 2018**Contact:** Rebecca Bradley

Director, Legal Recruiting

321 North Clark Street | Suite 2800 Chicago, Illinois 60654  
United States**Resume Receipt:** Other (see below)**Default email for resumes.:** Bonnie.Tunick@cityofchicago.org**How to Apply:** Apply online at <http://www.foleyrecruiting.com/>**ID:** 3515

**Attorney**

Washington State Attorney General's Office

**Position Type:** Full-time**Geographic Preference:** Pacific Northwest (WA, OR, ID)**Description:**

Greetings from the Washington State Attorney General's Office!

On behalf of the Washington State Attorney General's Office, we are hoping you will share the following information with your students:

Each fall the Office of the Attorney General conducts an Honors Program during which we entertain applications from third-year law students and judicial clerks. At the end of this process, we will extend offers of Assistant Attorney General positions to approximately 5-7 applicants. In addition to our Honors Program for third-year law students, we are recruiting second-year law students interested in serving as a volunteer law clerk next summer.

For 3Ls: To apply and be considered for an attorney position via our Honors Program, interested applicants will need to apply by visiting the posting located [HERE](#) and follow the application directions. The deadline to apply is August 18, 2018. Applications will be reviewed and invitations to interview will then be extended.

For 2Ls: To apply and be considered for a volunteer law clerk position next summer via our fall recruitment process, interested applicants will need to visit the posting and apply directly to it. A link to the 2L posting is [HERE](#). The deadline to apply is August 31, 2018. Applications will be reviewed and invitations to interview will then be extended.

Letrice Tobin

Human Resources Consultant

Attorney General of Washington

(206) 587-5613

Letrice.Tobin@atg.wa.gov

---

**Desired Class Level:** 2L, 3L, Graduate/Alumni

---

**Posting Date:** June 5, 2018

---

**Expiration Date:** August 18, 2018

---

**Contact:** Letrice Tobin  
Human Resources Consultant  
800 5th Avenue, Suite 2000 Seattle, Washington 98104  
United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** jobs@cair.com

---

**ID:** 3509

---

## Law Clerk 2019-2020

NJ Courts (Trenton, NJ)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas

---

**Description:**

Law Clerk 2019-2020

Court Term: August 26, 2019 through August 31, 2020

Salary Information

Supreme Court - \$65,580

Superior Court Appellate Division - \$59,875

Superior Court Assignment Judge - \$54,886

Superior Court Chancery Division, General Equity - \$54,886

Superior Court Chancery Division, Family - \$50,562

Superior Court Law Division (Civil and Criminal) - \$50,562

Tax Court - \$50,562

Salaries listed are based on a 53 week court term. These are salary levels for the 2018-2019 Court Term. The salaries for the 2019-2020 Court Term are to be determined based on funding availability.

Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one year clerkship in the Appellate Division or Supreme Court.

Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

As of June 18, 2018, applicants may apply directly to justices or judges through the Judiciary's web-based portal. Applications will not be accepted before that date. Applicants will be contacted directly by the justices or judges for interviews on or after June 25, 2018.

To apply for a clerkship, please click here <http://www.judiciary.state.nj.us/public/lawclerks.html> (available June 18, 2018).

For questions regarding clerkships, please email [LawClerkFAQ@njcourts.gov](mailto:LawClerkFAQ@njcourts.gov)

## Qualifications

Law clerks must have graduated from an American Bar Association-approved law school and must not have practiced law by the time of their law clerk appointment.

The Judiciary's law clerkship program is intended for recent law school graduates (defined as graduating law school within the past four (4) years) who have not yet engaged in the practice of law. Selected candidates will be required to provide an official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

## Supplemental Information

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at [https://njcourts.gov/public/assets/access/codeofconduct\\_hr.pdf](https://njcourts.gov/public/assets/access/codeofconduct_hr.pdf)

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <https://njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class



members are encouraged to apply.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action Employer Committed to Ensuring an Open Door to Justice

---

**Desired Class Level:** 3L, LLM, Graduate/Alumni

---

**Posting Date:** June 5, 2018

---

**Expiration Date:** March 30, 2019

---

**Contact:** Lauren Morales  
25 Market Street Trenton, New Jersey 08611

---

**Resume Receipt:** Other (see below)

---

**How to Apply:** <https://www.governmentjobs.com/careers/njjudiciary/jobs/2069251>

---

**ID:** 3511

---

## Associate Attorney

Johnstone & Gabhart, LLP (Charleston, WV)

---

**Position Type:** Full-time

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Charleston, WV law firm seeking associate attorney for general practice litigation. Firm emphasis on plaintiff's personal injury claims and commercial/construction litigation. Strong legal research and writing skills required. Recent graduates encouraged to apply.

Send resume, references and writing sample to Johnstone & Gabhart, LLP, P.O. Box 313, Charleston, West Virginia 25321 or by email to [ddobson@wvlaw.net](mailto:ddobson@wvlaw.net). Questions may be directed to Attorney David Dobson at [ddobson@wvlaw.net](mailto:ddobson@wvlaw.net) or 304-343-7100.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** May 30, 2018

---

**Expiration Date:** July 31, 2018

---

**Contact:** David Dobson  
Attorney at Law  
1125 Virginia Street, East Charleston, West Virginia 25301  
United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [ddobson@wvlaw.net](mailto:ddobson@wvlaw.net)

---

**Additional Documents:** Writing Sample

---

**ID:** 3489

---

## **BUSINESS AND CONSUMER COURT LAW CLERK**

State of Maine Supreme Judicial Court (Portland Maine)

**Position Type:** Full-time

---

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

---

**Description:**

STATE OF MAINE JUDICIAL BRANCH

EMPLOYMENT OPPORTUNITIES BUSINESS AND CONSUMER COURT LAW CLERK

The State of Maine Judicial Branch is accepting applications for the Maine Business and Consumer Court Clerkship for the 2018-2019 term, which runs from August 19, 2019 through August 14, 2020. One position is expected to be available. Maine's Business and Consumer Court is a specialized docket designed exclusively for business and/or consumer cases drawn from the regular dockets of the District and Superior Courts. It was created for the purpose of providing predictable judicial action in selected cases (1) in which the principal claims involve matters of significance to the transactions, operations, or governance of business entities and/or the rights of consumers, and (2) that require specialized and differentiated judicial management. Jury and non-jury trials are available in the Business and Consumer Court. The Business and Consumer Court is managed by two or more judges designated by the Chief Justice of the Supreme Judicial Court. The Law Clerk works with these judges. The Law Clerk's principal duties involve assisting the judges in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings and matters in the Business and Consumer Court.

In selecting a Law Clerk, the Business and Consumer Court judges will consider academic and class standing; Law Review, Moot Court, and other significant research or writing experience; prior employment; demonstrated writing ability; and faculty, employer, and personal recommendations.

Salary: \$53,435.20 plus fringe benefits.

How to Apply: The application consists of the following documents:

- Cover letter: Applicants must identify in their cover letter the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.
- Résumé
- School-issued law school transcript (official or unofficial, but not self-prepared)
- Writing sample: The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- Two letters of recommendation: The letters of recommendation may be sent separately. The letters of recommendation may be addressed to the Court as a whole and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Heidi Carpenter at the following email address: Heidi.Carpenter@courts.maine.gov. Applications must be received by August 3, 2018, at 4 p.m.

Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

En banc interviews will be conducted in Portland, Maine, in

mid-September 2018.

Applicants are also encouraged to complete the Applicant Information Survey that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it to the following email address:

HR.Team@courts.maine.gov.

Inquiries may be directed to Heidi Carpenter at Heidi.Carpenter@courts.maine.gov or 207-822-4174.

The State of Maine Judicial Branch is an equal opportunity employer.

---

**Desired Class Level:** 2L, 3L, Graduate/Alumni

---

**Posting Date:** April 3, 2018

---

**Expiration Date:** August 3, 2018

---

**Contact:** Heidi Carpenter  
Judicial Assistant  
205 Newbury Street Portland, Maine 04101 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** heidi.carpenter@courts.maine.gov

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

---

**ID:** 3377

---

## Law Clerk

State of Maine Supreme Judicial Court (Portland Maine)

**Position Type:** Full-time

---

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

---

**Description:**

STATE OF MAINE JUDICIAL BRANCH  
EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPREME JUDICIAL COURT

The State of Maine Judicial Branch is accepting applications for legal clerkship

positions with the Maine Supreme Judicial Court for the 2019-2020 term, which runs from August 19, 2019, through August 14, 2020.

The Maine Supreme Judicial Court is the State's highest court and its court of final appeal. It decides appeals on questions of law that arise in a wide variety of civil and criminal cases. The Court also has original jurisdiction in some matters and is the procedural rulemaking authority for all of the State's courts.

Law Clerk duties include, but are not limited to, the preparation of bench memoranda, legal research, and assistance with opinion drafting. Law Clerks work for the entire Court but are assigned to work in the chambers of the individual justice who appoints the Law Clerk. Clerkships are full-time positions, and Law Clerks often must work extensive hours.

Law Clerks may not engage in other employment.

Qualified candidates have a degree in law or expect to obtain a degree in law by July of 2019.

Selection criteria include academic performance and class standing, journal experience or other significant research or writing experience, faculty and employer recommendations, and work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$53,435.20 plus fringe benefits.

How to Apply: The application consists of the following documents:

- Cover letter: Justices currently have chambers in Portland, Augusta, and Bangor.

Applicants must identify in their cover letters in which of these locations they are willing to accept a clerkship assignment.

- Résumé
- School-issued law school transcript (official or unofficial, but not self-prepared)
- Writing sample: The writing sample should be no longer than 10 pages double-spaced. Although the sample may have been edited lightly upon review by others, the sample must represent the applicant's own work.

- Three letters of recommendation: Two from law school faculty and one stemming from summer 2018 work experience or other most recent work experience. The letters of recommendation should be addressed to the Court as a whole and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Crystal Bulges, Supervisory Law Clerk to the Maine Supreme Judicial Court, at the following email address:

Crystal.Bulges@courts.maine.gov. Applications must be received by August 3, 2018, at 4 p.m. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks. En banc interviews will be conducted in Portland, Maine, in mid-September 2018. Applicants are also

encouraged to complete the Applicant Information Survey that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it separately to the following email address: HR.Team@courts.maine.gov. Inquiries may be directed to Crystal Bulges at Crystal.Bulges@courts.maine.gov or 207-822-4179. The State of Maine Judicial Branch is an equal opportunity employer.

---

<b>Desired Class Level:</b> 2L, 3L, Graduate/Alumni
<b>Posting Date:</b> April 3, 2018
<b>Expiration Date:</b> August 3, 2018
<b>Contact:</b> Heidi Carpenter Judicial Assistant 205 Newbury Street Portland, Maine 04101 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> heidi.carpenter@courts.maine.gov
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 3375

---

**Law Clerk**

State of Maine Supreme Judicial Court (Portland Maine)

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

STATE OF MAINE JUDICIAL BRANCH

EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPERIOR COURT

The State of Maine Judicial Branch is accepting applications for clerkship positions with the Maine Superior Court for the 2019-2020 term, which runs from August 19, 2019 through August 14, 2020. Law Clerks are based in Portland, Augusta, and Bangor.

The Superior Court is the trial court of general jurisdiction in Maine, with jurisdiction extending to all criminal offenses, including murder and felonies; all major civil and equitable matters; and appeals from state agencies, municipalities, and courts of limited jurisdiction. Jury trials are available only in the Superior Court. The seventeen justices of the Superior Court have statewide jurisdiction and travel on circuit. Each Law Clerk will be assigned to work primarily with several justices. Assignments are based on geography and expected workload. Law Clerk duties include, but are not limited to, assisting the justices in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings. Qualified candidates have a degree in law or expect to obtain a degree in law before July 2019. Selection criteria include academic performance and class standing; law review, moot court, or other significant research or writing experience; demonstrated writing ability; faculty and employment recommendations; and strong work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$53,435.20 plus fringe benefits.

How to Apply: The application consists of the following documents:

- Cover letter: Applicants must identify in their cover letter the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.
- Résumé
- School-issued law school transcript (official or unofficial, but not self-prepared)
- Writing sample: The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- Two letters of recommendation: The letters of recommendation may be sent separately. The letters of recommendation may be addressed to the Court as a whole and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Heidi Carpenter at the following email address:

Heidi.Carpenter@courts.maine.gov. Applications must be received by August 3, 2018, at 4 p.m.

Successful candidates will be required to submit to criminal, motor vehicle, and other records checks. En banc interviews will be conducted in Portland, Maine, in mid-September 2018. Applicants are also encouraged to complete the Applicant Information Survey that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and

return it to the following email address:  
HR.Team@courts.maine.gov.  
Inquiries may be directed to Heidi Carpenter at  
Heidi.Carpenter@courts.maine.gov or 207-822-4174.  
The State of Maine Judicial Branch is an equal opportunity  
employer.

---

<b>Desired Class Level:</b> 2L, 3L, Graduate/Alumni
<b>Posting Date:</b> April 3, 2018
<b>Expiration Date:</b> August 3, 2018
<b>Contact:</b> Heidi Carpenter Judicial Assistant 205 Newbury Street Portland, Maine 04101 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> heidi.carpenter@courts.maine.gov
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 3376

---



**Law Clerk**

State of Maine Supreme Judicial Court (Portland Maine)

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

STATE OF MAINE JUDICIAL BRANCH  
EMPLOYMENT OPPORTUNITIES  
LAW CLERK – MAINE DISTRICT COURT

The State of Maine Judicial Branch is accepting applications for legal clerkship positions with the Maine District Court for the 2018-2019 term, which runs from August 19, 2019, through August 14, 2020. Six positions are expected to be available. Law clerks are based in Portland, Lewiston, Bangor, Augusta, Rockland, and Springvale, but may have to travel to other courts from time to time.

The thirty-nine judges of the District Court have statewide jurisdiction to adjudicate criminal, civil, and family matters. Eight family law magistrates assist in the processing of family matter proceedings involving children. The District Court Law Clerks receive assignments from all District Court judges and magistrates.

Duties include, but are not limited to, assisting judges and magistrates with legal research regarding the various areas of the court's jurisdiction, preparing memoranda and draft opinions, and monitoring trials and other proceedings in the District Court. The Chief Judge also assigns the District Court Law Clerks to assist in administrative projects. Qualified candidates have a degree in law or expect to obtain a degree in law by July of 2019.

Selection criteria include excellent analytical skills, excellent communication skills, class standing, Law Review, Moot Court, other significant research or writing experience, faculty and/or employer recommendations, and strong work ethic. Term Law Clerks are not required to have taken the Maine bar examination. Travel is required. Law Clerks may not engage in other employment.

Salary: \$53,435.20 plus fringe benefits.

How to Apply: The application consists of the following documents:

- Cover letter: Applicants must identify in their cover letter which locations—Portland, Lewiston, Bangor, Augusta, Rockland, and Springvale—they are willing to accept a clerkship assignment.
- Résumé
- School-issued law school transcript (official or unofficial, but not self-prepared)
- Writing sample: (double spaced, ten-page maximum, unedited by others)
- Two letters of recommendation: The letters of recommendation do not need to be addressed to a judge, and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Karen Morin, Judicial Administrative Assistant, at the following email address: Karen.G.Morin@courts.maine.gov. Applications must be received by August 3, 2018, at 4 p.m. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks. Interviews will be held in Augusta, Maine, in September 2018. Applicants selected for an interview may be required to submit an additional writing sample responding to a prompt supplied by the Chief Judge of the District Court. Applicants are also

encouraged to complete the Applicant Information Survey that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it to the following email address: [HR.Team@courts.maine.gov](mailto:HR.Team@courts.maine.gov). Inquiries may be directed to Karen Morin at [Karen.G.Morin@courts.maine.gov](mailto:Karen.G.Morin@courts.maine.gov) or 207-213-2971. The State of Maine Judicial Branch is an equal opportunity employer.

---

**Desired Class Level:** 2L, 3L, Graduate/Alumni

---

**Posting Date:** April 3, 2018

---

**Expiration Date:** August 3, 2018

---

**Contact:** Heidi Carpenter  
Judicial Assistant  
205 Newbury Street Portland, Maine 04101 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [heidi.carpenter@courts.maine.gov](mailto:heidi.carpenter@courts.maine.gov)

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

---

**ID:** 3378

---

## Bilingual (Chinese) Law Clerk/ Attorney

Lerner Law (Brooklyn, NY)

**Position Type:** Full-time

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

**Description:**

Robert N. Lerner

ATTORNEY AT LAW

828 64th St., 2nd Fl., Rm. 2A

BROOKLYN, NEW YORK 11220

TEL: (718) 748-2500

FAX: (718) 504-4902

E-mail: RNL.LERNERLAW@GMAIL.COM

Date:

March 19, 2018

Bilingual (Chinese)

Law Clerk/ Attorney

I have operated a general practice law office in Brooklyn, NY for over 20 years.

My office provides a unique opportunity to become acquainted with solo, general practice. My practice includes: probate, criminal, personal injury, immigration, matrimonial, real estate law, and civil litigation.

Most of my clients are Chinese and have limited English skills, so the primary requirement is that the applicant be fluent in Chinese.

**JOB DESCRIPTION**

Hours: Flexible

Responsibilities: Legal research, document drafting, court appearances.

Language Skill: Fluent Chinese-required

Salary: Negotiable

CONTACT: ROBERT N. LERNER, ESQ. (As set-forth in the letterhead)

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** March 20, 2018

---

**Expiration Date:** August 31, 2018

---

**Contact:** Robert N. Lerner  
Owner/Attorney  
828 64th Street, Suite 2A NY 11220 Brooklyn, New York

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** rnl.lernerlaw@gmail.com

---

**ID:** 3344

---

**Litigation Associate (Charleston, WV)**

Step toe &amp; Johnson, PLLC (Morgantown, Charleston, Bridgeport, WV )

---

**Position Type:** Full-time

---

**Practice Area(s):** Litigation

---

**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

---

**Description:**

Step toe & Johnson PLLC is seeking an experienced litigation associate for its Charleston, WV office. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Experience with litigation in federal courts and experience with complex, high-profile, high-dollar litigation is particularly helpful. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement. Step toe & Johnson is among the NLJ's Top 250 law firms, with 13 offices in 6 states. In addition to litigation, Step toe & Johnson's core strengths include energy, transactional, and labor and employment law, with over 300 attorneys working in 40 practice areas. With roots dating back more than a century, the firm has a long history of success borne of focused client service and congenial working relationships with the firm.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** December 21, 2017

---

**Expiration Date:** December 1, 2018

---

**Contact:** Claire Ellis  
Coordinator, Recruiting & Professional Development  
P.O. Box 1616 United Center, 1085 Van Voorhis Rd., Suite  
400 Morgantown, West Virginia 26507-1616

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** Claire.Ellis@Step toe-Johnson.com

---

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample

---

**ID:** 3210

## One Year Judicial Clerkships with New Jersey Judiciary (approx 480 separate clerkships)

New Jersey Courts Central Office (Trenton, NJ)

**Position Type:** Full-time

---

**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

---

**Description:**

The New Jersey Judiciary seeks upcoming and recent law school graduates to fill approximately 480 one year judicial clerkships that will commence August 27, 2018 and end August 31, 2019.

### DESCRIPTION

Law clerks who serve in the Supreme Court, Appellate Division and Tax Court perform a substantial amount of legal research and prepare extensive memoranda; assist judges in processing emergent motion applications; proofread published opinions in the advance sheets; and maintain chambers' libraries. Trial Court law clerks perform legal research; make recommendations to judges regarding dispositions of motions, both verbally and via written bench memoranda; draft, edit and proofread legal correspondence; maintain chambers libraries; attend and assist with case conferences, motion hearings, trials; and mediate small claims cases. Law clerks to Assignment Judges handle the same work as other trial court law clerks but also assist in processing emergent matters and may assist in vicinage administration.

### REQUIREMENTS

Recent graduate of an American Bar Association approved law school (J.D. or LL.M.). Graduation date must be within four years of the start of the clerkship term. U.S. Citizenship, New Jersey Bar membership and New Jersey residency are not requirements. Excellent writing and analytical skills are essential.

### HOW TO APPLY

Visit our web-based portal to apply to individual justices and judges beginning June 19, 2017. Access to the portal can be found on the Law Clerk Web Page at [www.nicourts.gov/public/lawclerks.html](http://www.nicourts.gov/public/lawclerks.html).

Within the .portal, you will find descriptions of the work performed by justices and judges, as well as profiles and biographies, hiring timelines, and clerkship availability information for the upcoming term. Applicants will be able to search the portal by judge, location, or court. Judges will indicate whether you may submit electronic applications via the portal.

You may also mail your applications directly to judges' chambers. The Law Clerk Web Page has the most up to date information to assist in preparing your application materials. To request a List of Minority Judges, please contact the Judiciary's Equal Employment

Opportunity/Affirmative Action  
Unit at (609) 815-2915.

It is highly recommended that applicants apply early in the process (but no earlier than June 19th) to increase the likelihood of securing interviews. When preparing your application materials, your cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position, and should be tailored to the particular courts to which you are applying. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

QUESTIONS?

Any questions about the application process may be directed to Kimberly Douglas, Esq., at (609) 815-2915 or [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov).

The New Jersey Judiciary is an Equal Employment Opportunity/ Affirmative Action employer committed to ensuring an open door to justice. We appreciate your referrals for our judicial clerkships.

---

<b>Desired Class Level:</b> 3L, Graduate/Alumni
<b>Posting Date:</b> June 19, 2017
<b>Expiration Date:</b> August 27, 2018
<b>Contact:</b> Ms.1 Kimberly B. Douglas, Esq. EEO/AA Unit P.O. Box 037 Trenton, New Jersey 08625 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:kimberly.douglas@njcourts.gov">kimberly.douglas@njcourts.gov</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample, Other Documents
<b>Requested Document Notes:</b> <a href="http://www.njcourts.gov/public/lawclerks.html">www.njcourts.gov/public/lawclerks.html</a>
<b>ID:</b> 2879

---